

Minutes of WEVD RECORDS COMMITTEE August 26, 2020 meeting

Meeting called to order 2:07 p.m. in Summit Lounge at Community Center.

Present: Chairman Matt Smith, Anthony Patti and Maureen Patti.

Not Present: Karen Waters, WEVD Treasurer and Harry Bertino. No WEVD Commissioner currently assigned to this committee.

Matt Smith led discussion about NH Statutory scheme for records retention. In preparation for today's meeting, he provided the committee two lists. The first, the complete list of individual records that must be retained by NH municipalities (156 items) according to RSA 33. The smaller group of records (85) which apply to village districts including WEVD. Both lists are attached to these minutes.

Mr. Smith proposed a filing system for newly generated records and to create necessary organization that complies with NH statutes. Using a filing cabinet (or possibly binders), sections would be divided into calendar years with subdivision (dividers or manilla file folders) that correspond to the 85 WEVD specific records. As records are created, they will be housed in the appropriate section/file folder in the correct calendar year. Access to these records will be accomplished by inserting a distinctive marker or folder which reflects the folder or section has been "checked out." The Checked Out marker will show name of person who checked out the materials; when that person or persons are done with the materials, they will mark on the Checked Out marker when they return the materials and they will also remove the Checked Out marker. Discussion followed regarding this suggestion.

Mr. Smith also suggested utilizing a "n + 1" model for retention. Meaning, we institute a procedure by which records that can be purged are removed in the spring THE YEAR FOLLOWING the statutorily mandated retention date. So, if a record is to be retained for 6 years, at the spring meeting designated for identifying records to be purged, the record is now over 7 years old when reviewed for purging. In this manner, we do not have to be concerned when records were purged if we are violating retention requirements.

Anthony Patti suggested all records be designated with one of the 85 criteria. Mr. Patti also proposed development of a system for marking each of the records generated with a label or stamp reflecting which Roman Numeral classification or multiple classifications of the subject matter of the record.

Mr. Patti also suggested developing a system to date stamp all records so that WEVD activities/business can be tracked chronologically.

Maureen Patti proposed a mission statement for the committee which, after discussion, was classified as an ACTION AGENDA. The agenda, all agreed, will consist of the following:

1. Establish Consensus on WHAT ARE WEVD RECORDS
2. Develop procedures for maintaining WEVD locally (hard copies in Community Center) and on the WE Website

3. Identify an appropriate vendor to scan, store, and make readily available for reviewing WEVD records, in compliance with NH statutes – perhaps a vendor with experience in record retention compliance by NH municipalities

Future Items:

1. Make sure WEVD website and domain name are wholly within WEVD control. The WE website is one of the 2 mandated sites for posting official (municipality) notices per NH law AND many WEVD records are currently stored on the website.
2. Determine best system to process records currently housed at the Community Center – perhaps coordinating with vendor methodology.
3. Attempt to recover records from Total Scope, previous website manager or possible record retention vendor.

Mr. Patti suggested the committee review RSA 5:47 to 5:50.

Mr. Smith suggested that WEVD obtain a Stamp for his use as clerk when certifying records. All agreed he would look for vendor which may produce a stamp meeting his needs.

Upon motion by Mr. Smith, meeting concluded at 3:15 p.m.

Dated: 08/28/2020

Prepared by: _____



Maureen Patti,

Deputy Clerk