

Town of Tamworth
Municipal Records Committee Meeting
October 16, 2015
Tamworth Town Office

COMMITTEE MEMBERS

PRESENT: Steve Gray, Priscilla Remick & Kim Trammell

OTHERS

PRESENT: David Little, Nelson O'Bryan, Jack Waldron, John Roberts, Cassandra Pearce, Mary Cronin, Sue Stowbridge, Mary Beth Link, Susan Bryant Kimball, & Craig Evans.

CALL TO ORDER: The meeting was called to order at 5:05pm.

DISCUSSION: Kim Trammell thanked everyone for attending the 1st Municipal Records Committee meeting and introduced Craig Evans the archivist that she has been recently working with in regards to the Preservation of the Town of Tamworth Records.

Craig Evans referenced the Town of Tamworth's newly adopted Records Retention Policy effective October 1st, 2015, and also explained some of the methods used in other towns he has worked with in regards to the creation of forms, questionnaires, surveys, disposal logs, etc.. He noted that having standardized minutes, incidence reports, a Data Base (Excel), and developing procedures will all be resourceful, and that mediated access of the archival files will help keep the integrity of the files. Craig did point out that the committee may find there will be a need for amendments to the Record Retention Policy if the Town has its own forms not listed in the State of NH Chapter 33-A Disposition of Municipal Records that the Retention Policy references. Craig also commented that the MRC's in some towns have disbanded because of lack of volunteers and the time involved in undertaking such a large project. He encouraged the committee to seek volunteers.

Craig provided hand outs to the committee members for review to help them get started – RSA's, Archival Terms, Record Retention & Meeting Minute articles, and a sample record survey worksheet.

ADJOURNMENT: Kim moved to adjourn meeting at 7:00pm, and was seconded by Priscilla.