

TOWN OF BROOKFIELD
MUNICIPAL RECORDS COMMITTEE

Meeting Minutes
August 22, 2023

Call to Order: The meeting was called to order at 6:00 pm.

Committee Members Present: Karen Servacek, Town Clerk; Joanne Dolbear, Treasurer; Rose Zacher, Deputy Tax Collector; Craig Evans, Archivist

Absent: Ed Gauthier, Selectman; Diana Peckham, Tax Collector; Bob Nielsen, Assessor Clerk

Public Present: None

Public Comments: None

Approval of Minutes: The Committee unanimously approved the Minutes of the July 11, 2023, meeting. Motion by Joanne Dolbear; Seconded by Rose Zacher

Old Business:

I. The Committee reviewed the updated draft policy for *Access to the Vault*.

Action: The Tax Collector's office has identified an appropriate cabinet to purchase for secure storage of posted envelopes, so the Tax Collector will no longer require access to the vault. The Committee approved the updated draft to forward to the Selectmen for final approval, along with the specifications of the selected locking cabinet for the envelopes. The policy will be fully implemented when the tax envelopes are removed from the vault.

Follow-up: Karen will request the policy approval be added to the next BOS Meeting Agenda.

II. The Committee reviewed the changes to the draft policy for *Use of the Archives* with minor revisions and corrections to the photocopying schedule to align with the general Town fee schedule.

Action: The Committee unanimously approved the policy with the recommended minor changes.

Follow-up: Craig will make final updates to the draft and create the Archive Log. Karen will request the addition of the policy for approval by the BOS at their next meeting.

III. Karen is continuing to work through editing challenges on the Right-To-Know form and will have an updated draft for the next meeting.

Action: Tabled until the next meeting

IV. One of the key projects of the Committee is to identify the documents and records for each department that are not included in RSA 33: A or Federal retention statutes, then work with the departments to determine an appropriate timeline for retention. Craig Evans reviewed an example of a Record Survey Worksheet and the Committee also discussed developing an internal log for all documents, storage, and maintenance of the retention schedules based on the RSA and information from the surveys. One of the identified gaps is the storage of local forms and policies, naming

conventions for forms, and how they are stored for access and regular review. The Committee also discussed digital storage of documents, including access and secure storage on the server.

Action: None – the Committee will continue the discussion, including developing a survey process, at the next meeting.

Follow-up: Karen will send out the worksheet of the current RSA:33A retention schedule sorted by department for Committee review for any recent updates since it was created in 2006 by Craig.

New Business:

There was no new business brought to the attention of the Committee.

Adjournment: The meeting adjourned at 7:28 PM. The next meeting is on Tuesday, September 26 at 6:00 p.m.

Respectfully submitted,

Karen E. Servacek
Town Clerk