

**TOWN OF BROOKFIELD
MUNICIPAL RECORDS COMMITTEE**

Meeting Minutes
January 30, 2024

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

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

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

Public Present: None

Public Comments: None

Approval of Minutes: The Committee unanimously approved the Minutes of the September 26, 2023, meeting. Motion by Rose Zacher; Seconded by Craig Evans

Old Business:

I. Update on Policies

The Board of Selectmen approved the Policy for Use of the Archives and Access to the Town Vault on November 7, 2023.

II. The Board of Selectmen did not include Right to Know Education in the 2024 budget.

Follow-up: Karen will research possibilities for Right to Know on-demand or zoom class for the Committee and potentially schedule for staff to view as a group.

New Business:

I-II. Review of RSA 33: A to define Brookfield records and verification of current retention

Action: The committee began a line-by-line review of the Municipal Records Disposition and Retention Schedule previously created by Craig to update retention in alignment with the most current (July 2021) update to RSA 33: A. Using Craig's worksheet, each item was evaluated for the following:

- Whether the record is applicable to Brookfield
- Verification of the current retention period per RSA
- Office responsible for the record
- Responsible manager of the record
- Location of record storage

The committee began with the Board of Selectmen record items and agreed to reconvene in 2 weeks for a work session to complete the BOS section and move forward with the same process for each section of office records for a working document specific to Brookfield.

Follow-up: Karen will schedule a one-hour work session on February 13, 2024, at 6:00 p.m.

III. Prioritization of department surveys

Action: With the impending change in the position of the Office Assistant and recent change in the Code Enforcement Office, the committee identified the two departments to consider priorities to begin the surveys.

Follow-up: Craig will reach out to Code Enforcement Officer Jeff Greenhalgh regarding departmental records RSA's and storage of applications; building permits; change applications and other documents and ideas for secure records management.

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

Adjournment: The meeting adjourned at 7:03 PM. The next meeting is on Tuesday, February 13 at 6:00 p.m.

Respectfully submitted,



Karen E. Servacek
Town Clerk