

TOWN OF BROOKFIELD
MUNICIPAL RECORDS COMMITTEE
Meeting Minutes
September 26, 2023

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

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

Absent: Joanne Dolbear, Treasurer; 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 August 22, 2023, meeting. Motion by Craig Evans; Second by Rose Zacher

Old Business:

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

Action: Ed made the motion to accept policy and Rose seconded with unanimous approval

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

II. The Committee reviewed the final draft of the Archival Use Policy.

Action: Ed Gauthier made a motion to accept the final draft as presented and forward it to the Board of Selectmen for approval. The motion was seconded by Rose and unanimously approved.

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

III. Right to Know Process and Request Form

Discussion: The Committee discussed challenges of creating a consistent process to handle Right-to-Know requests and identified education as the priority. Ed will talk to the BoS to support inviting the Town Attorney to provide training to staff, based on her specialized training in the topic. NHMA also offers seminars.

Follow-up: Ed will see if funding for an educational session can be included in the new budget. Karen will reach out to NHMA regarding training they may offer.

IV. Department Survey Project

The committee continued the discussion of the survey process for departments to audit records and determine retention schedules that may not be included in RSA 33:A. Departments will be asked to complete a survey worksheet for each record and collaborate with the committee to determine the appropriate retention schedule and maintenance logs of current and destroyed records. The committee suggested we reach out to the Treasurer to pilot the survey tool and process as a group before moving forward with the additional departments.

Action: The Committee will use its next meeting as a working project meeting to test the form and process to interview departments to determine retention requirements and establish disposition schedules.

Follow-up: Karen will work with Joanne on a time to schedule the working meeting for the pilot.

New Business:

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

Adjournment: Ed moved to adjourn the meeting at 7:23 p.m., seconded by Rose and unanimously approved. The next meeting is on Tuesday, October 31, 2023 at 6:00 p.m.

Respectfully submitted,



Karen E. Servacek
Town Clerk