

Municipal Records Committee
Meeting Minutes April 29, 2024

Present: Keith Blair, Bonnie Batchelder, April Carpenter, Lt. Brian King, Linda Matchett, Bob Murray, Captain Michael Santuccio, Lisa Scott, Mellisa Seamans

Absent: Will DeWitte, Bobbi O'Rourke

The meeting was called to order at 10:01 AM. Mellisa asked for nominations for committee chair. Lisa nominated Mellisa as chair. Linda seconded, and the motion passed unanimously.

Mellisa asked for nominations for secretary. Lisa nominated Linda as secretary. Mellisa seconded, and the motion passed unanimously.

Mellisa then referred to the updated Records Retention Policy and associated schedule. There was a brief discussion about medical records, and April was asked if there was an MVC policy. She indicated there was, and Mellisa asked for a copy. There was further discussion about electronic files versus paper. The committee decided to remove specific departments under Procedure to note that all departments will be represented as approved by the Commissioners. It was also decided to include this paragraph from page two beginning "It is understood..." to the retention appendix.

Lisa commented that there are two kinds of .pdf files: PDF and PDF/A. PDF/A file types contain metadata which shows the trail of document changes. She offered to send out information about converting documents to a PDF/A file type. (This was done after the meeting.) Further discussion included comments about getting help from Porter Office Systems to ensure copier/scanner machines are set up to create PDF/A documents, length of time to retain documents per individual department policy as some departments may keep documents longer than required. Lt. King indicated he will follow up with his department to determine whether scanning is being done on documents.

Mellisa reported that the documents saved in the Annex associated with a past 91-A request may now be destroyed because the request was lifted approximately eighteen months ago.

Further discussion was had regarding the County Attorney's files in the Annex and in the CCAO offices. Mellisa indicated that the Commissioners voted to move the Annex project to the Delegation, therefore, all records must be cleared out of the building. April reported that MVC records are now primarily electronic, so paper files will lessen as we move forward. She indicated that the records in the Annex should include disposal dates.

Mellisa asked to be forwarded any department policies regarding record retention. Lisa reported that RSAs for Deed are scattered throughout many laws, so there isn't a single location for information pertaining to her department.

The committee decided to amend the policy to include the following sentence at the end of the paragraph on page two beginning, "It is understood that there may be federal and state laws..."

- Scanned documents are to be labeled using clearly identifiable and searchable department naming conventions.

Bonnie requested that after the policy has been finalized and adopted to forward a copy to Denise Leighton at Hale's Location.

Lisa made a motion to accept the policy as amended. Bonnie seconded the motion, and it passed unanimously.

Lisa made a motion to adjourn. Bonnie seconded the motion and it passed unanimously. The meeting adjourned at 10:43 AM.

Respectfully submitted,
Linda Matchett
Secretary