

Record Storage Advisory Committee Meeting (RSAC)– August 15, 2018

Present: Leslie Bracebridge (LB), Linda Avis Scott (LAS), Susan Millinger (SPM) and Susie Mosher (SM)- joined shortly by Becky Torres (BT). Absent: Savannah Ouellette (SO) and a member of the Buildings Committee.

The meeting opened at 11:09 a.m.

1. **The minutes** of the meeting of June 13 were read and corrected. A motion was made and seconded to approve of the minutes as amended; it passed unanimously. The secretary regrets that she left out of the final minutes, to be attached probably at the end of paragraph 4, “Future discussion should consider whether we will be able to leave non-permanent records in the main room of the Old Town Hall.”

2. Discussion of the field trip to Barre

Since all present but BT had gone on the field trip, the comments focused on the main observations and lessons, centering on cleaning and organization.

The process of document storage is inevitably imperfect. In Barre, an unsuspected leak into the vault where the records were stored caused serious problems. The resultant mold was treated by Polygon of North Andover, 1-800-I CAN DRY. The vault had to be emptied and all its contents cleaned. Barre told us a second firm had also been recommended by the state library commission.

Binding of volumes has been done by Kofile (was Brown’s River Bindery Co.), a records management firm. The Barre Town Clerk has binding as a regular item in her budget, so a number of volumes can be bound every year.

The helpfulness of having archival storage in a space where people are working was made clear. So, for example, these workers know when systems (a/c, water, electricity, etc.) go wrong and so can respond right away. Access to records is also improved, letting people easily consult records and making access easier for members of the public. Note: Wendell, which has most of its records stored in a location remote from staff offices, does have a volunteer who actively monitors the archive environment.

Like us, in other towns, including Barre, a number of offices keep their own records. Question: are archival documents centralized in Barre? Centralization encourages careful sorting, distinguishing permanent and non-permanent records.

Land use file. Barre has a system of filing which LAS found informative. Notices of intent are filed by number; requests for determination by street or parcel number.

3. Materials.

Requested:

LAS requested boxes needed by the Conservation Commission for record storage. Whether it would be more advantageous to purchase file cabinets was discussed. Given the greater expense of file cabinets, in addition to the greater flexibility of boxes for storage, it was decided to buy boxes. There was also discussion of where these boxes would be stored. It is suggested that the space over the ceiling of the upstairs bathroom be utilized, if it is suitable. The Buildings Committee is to be asked whether the structure can bear the weight of the boxes. Boxes which will meet the need of archival

storage are heavy duty boxes with triple-walled ends, double bottoms, and handholds. Since approximately \$275, the cost for for a case of 25, is a better deal than the cost of buying a smaller quantity, and since the boxes will eventually be used, the purchase of a case was suggested.

A motion was made and seconded to authorize the purchase of twenty-five heavy duty, archival quality record storage boxes, with an upper cost limit (including shipping) of \$325. The motion passed unanimously.

Reported on:

LAS reported that she has found the flat file to be functioning very well.

4. Update on Record Cleaning

We have leads on cleaning records which we got from Barre: their use of Polygon (1-800-I CAN DRY), and a second firm also recommended by the Massachusetts Board of Library Commissioners (MBLC.) Kofile Technologies, which Barre uses for binding, is also a preserver of documents.

5. Current Condition of the Old Town Hall; question about data loggers

LB commented that the environment of the main room is feeling much better. SM pointed out that a number of problems have been fixed by the Buildings Committee. The leaking pipe in the basement has been fixed, so there is no longer a puddle on the floor. A new hose has replaced the kinked hose in the dehumidifier in the main room, and a hose has been added to the dehumidifier in the vault, so it can now drain continuously. The furnace has been checked. Chris gave the place a thorough cleaning.

SM told us that the Buildings Committee has asked Mike Vinskey to spearhead a project to renovate the building. Mike is now looking into whether the Old Town Hall (OTH) would be eligible for a Community Preservation Committee (CPC) grant. SM would like a volunteer to collect and track the data from the data logger in the OTH: she wonders if Mike could be asked to do it. BT believes that RSAC is responsible for the data loggers' data. RSAC should collect and analyze the data from both data loggers: that in the OTH and that in the Town Hall basement. LB and LAS agreed to do it together.

6. Announcements

The Historical Commission has invited RSAC members to attend their meeting on Monday, August 20, when Kristen Van Patten will be talking about digitizing their records. SPM agreed to represent RSAC at this meeting.

The next meeting: Wednesday, September 26 at 11 a.m.

Agenda will include:

LB and LAS will have uploaded the data and have a sample of results from both data loggers.

Discussion of how to evaluate possible storage options.

The meeting concluded at 12:29 p.m.