

## **Record Storage Advisory Committee Minutes for March 27, 2019 meeting (final)**

Present: Leslie Bracebridge (LB), Susan Millinger (SPM), Susie Mosher (SM), Linda Avis Scott (LAS), Becky Torres (BT). Absent: Savanna Ouellette.

The meeting convened at 11:05 am.

**1. Minutes from February 27, 2019:** Motion was made and seconded to approve as corrected; the minutes were unanimously approved.

**2. Announcement of Community Shredding event, May 11, 10 a.m. to noon,** sponsored by the Police Department.

**3. Findings of the tour of Monson's Archives** were described by Susie Mosher and Susan Millinger. SPM read her notes (attached to these minutes) and photos of the archive were shown.

**4. Discussion of how to use storage spaces available – short and long term.**

### **a. Short Term Storage**

Discussion continued from February meeting of what records could be housed in the newly available **storage space above the north bathroom**. Difficulty of access limits what can be stored there to records not often consulted.

Some of the **contents of the "Historical Closet"** could perhaps go there, freeing space in that closet for records of Accountant to which Town Administrator needs to have easy access. The contents of the Historical Closet so-called need to be examined to see what could go elsewhere. The electronics in it could go to Staples for recycling.

**Early records of Conservation Commission** currently in the Old Town Hall (OTH) can go into the space over the bathroom. (Perhaps 3-5 boxes.) It was recalled that before moving records currently in OTH, they should be dried out in sunlight on a dry day, then put in new files and new boxes.

*Can we get permission to destroy any non-permanent records currently in OTH before the Community Shredding time? SM and LAS will check out OTH, inventorying fiscal boxes;* LB will be notified when there is a date for this activity. The mission will especially focus on the Accountant's boxes, since she regularly marks boxes of non-permanent records with the dates after which they can be destroyed.

**Note: The Accountant has said that she is willing to file for permission to destroy non-permanent records (in OTH) if we can get her the info she needs to file.**

The question was asked: can non-permanent records be stored in OTH? Yes.

### **b. Long Term Storage**

**No new developments**

**5. The Chart:** The question was raised whether the chart should specifically include a category for 'multiple uses.'

## **6. Record Storage Needs of the various Departments, boards and committees**

### **a. Collection of information and the Annual Report**

RSAC's Annual Report for 2018, approved at the February meeting, was sent to Town Departments, boards and committees in the form of a letter which asked about the record storage needs of the recipients. A copy of this letter is attached.

**b. What information about storage needs is uncollected?** Information was previously collected from a number of departments and committees about their estimated storage needs. (Consult the minutes from January and February 2018.)

The Administrative Secretary generates 1 3-inch notebook each month

Fire, Highway and Police Departments: should be asked about their records and current storage. They should have copies of the Record Retention Schedule if they don't already have them. Like other departments and committees, they may need to be brought up-to-date on regulations about record preservation.

The "Big Black Book" currently housed in the Assessor's Office, which contains a lot of plans valuable for historical purposes, was discussed. Ideally, this collection should be digitized.

Committee Minutes such as those of the Council on Aging. Who is responsible for retention of these?

**c. What is the best way to communicate to the various administrative departments** about current record retention regulations and RSAC's concerns about storage of permanent and non-permanent materials?

After discussion, it was decided that **a meeting (at least of staff in Town Hall), whose main purpose is to educate about record retention**, should/could be **followed by individual meetings** after people have the opportunity to think about what is needed and find the relevant information. Suggested: July is the best time for such a meeting.

## **7. Report by LAS on contents of inactive file cabinets**

in LAS' office: 3 drawers belong to previous Town Administrator David Dann (LB points out that there are boxes in OTH (?) of papers of prior administrator Ames)

Downstairs in the main room: far right bank of filing cabinets: 5 drawers of Dann's papers; next cabinet: 4 drawers of old Select Board. Last cabinet: 3 drawers of 2003-1996 accountant files(?) and 4<sup>th</sup> drawer miscellaneous.

In main room back wall: to right 4 drawers partially full of Planning Board papers. Then 2 cabinets 1 ½ shelves Planning Board. Next to door to Senior Lounge: 3 shelves of Planning Board and 1 miscellaneous; then fitness equipment

**Next Meeting May 22 at 11 a.m.** The proposed agenda: working towards a July meeting on record retention (see 6c above); winnowing the chart.

The meeting adjourned at 12:40 p.m.

