

Web Communications Committee - September 11, 2024,
Meeting Opened at 7:03 pm

Members Present: Gail Fleischaker, Greg Caulton, Fred Steinberg, Grace Bannasch, Joyce Braunhut

Gail: Newly created committee. We are at a max of town organizational email addresses. Need to delete, but we are not allowed. Message content must be archived before emails can be deleted.

Why must we archive? To what purpose?

Grace sharing Municipal Records Schedule. (State document)

There are 3 categories of emails for retention purposes. In most cases we can delete emails after 5 years.

Gregg: If we archive email accounts in google, aren't they archived?

dFred proposed that email archives be stored on external hard drive and on gmail drive.

Grace: In order to be archived, they need to be accessible to town and to the public for record requests. Schools, police department and fire dept have their own records.

Who has access to archive? Does public have direct access to them?

Discussion of public record access protocols.

Grace: anything prior to 2020 we can assume there was a paper copy saved. Problem is when we are using emails to store documents.

Gail: We wouldn't have to worry about archiving until 5 years.

Grace: We need to archive and then we will have done due diligence.

Fred: Question about the word "archive." We're talking about deleting entire accounts and saving the entire account so we can have the license available to create new email accounts. The Gmail "archive" option wouldn't accomplish that..

Gail: Google archive does not free up an email. Just saves emails.

Fred: We use the term "take-out." We are going to delete the account.

Grace: Fred does the saving of contents and deleting of accounts. Contents will be saved on a hard drive in the TC's office and on the WCC Google Drive.

Fred will assist Grace in figuring out how to do this to satisfy requirements.

We need to establish this as a procedure going forward to store org emails digitally..

As time goes on, we can review documents and destroy accordingly.

If we can get inactive emails run through take-out, then we can delete, the licenses will be free and we can save money.

There's a board that needs a new webpage. In addition to LW Stormwater, there's now LW Boating Committee.

Conversation on who gets a licensed email (Joyce's question).

We should look at Municipal Retention Schedule online or in Grace's office.

Grace will send Lake Wyola Boating Safety people to Joyce for creating web page.

Gayle from Broadband sent answers re improvements to website from their survey. Search feature brings up very old pages from back end of website. Is there a way for the Google search to only look at the current publicly available pages?

Greg suggested we all look at search to see what happens when we search for various things.

Grace moves to approve the minutes of the meeting; Gail seconded the motion. Greg says aye; Fred says aye; Joyce says aye; Gail says aye; Grace says aye. Minutes are approved.

Meeting adjourned at 8:08.

Respectfully submitted,
Joyce Braunhut