

Town of Moultonborough
Record Retention Committee Spring 2023 Meeting Agenda

Date: April 20th, 2023

Agenda:

1. Review and approval of minutes from 1/11/2023
2. Updates from members:
 - Docuware update
 - Digital wetlands applications and potential NHCTCA legislative action
3. Review Retention Schedule Shared doc. with updates from Dept. Heads to identify gaps and overlaps. For overlaps, discuss whether it's necessary for both/all departments to retain the record. For gaps, assign someone to find out which department should be responsible and follow up at the next meeting.
4. Review and process any *Records Destruction Authorization Forms* that have been submitted to the Town Clerk – There are none as of 4/18/2023.
5. Any other business?
6. Set next tentative meeting date
7. Adjourn.