

**Town of Moultonborough**  
**Municipal Records Committee Fall 2023 Meeting Agenda**

**Date: ~~September 28<sup>th</sup>, 2023~~ – Rescheduled to October 26<sup>th</sup>, 2023**

**Agenda:**

1. Review and approval of minutes from 4/20/2023
2. Updates from members:
  - Digital wetlands applications bill update
  - Discussion about physical record storage in building
3. Follow up on lines in the retention schedule that were flagged for research/follow-up at the last meeting.
4. Continue review of Retention Schedule Shared doc. with updates from Dept. Heads to identify gaps and overlaps, beginning with line *LXXXIX (89) Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus one year*. 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.
5. Review and process any *Records Destruction Authorization Forms* that have been submitted to the Town Clerk, if any: There are no unprocessed forms as of 10/25/2023.
6. Discuss the potential establishment of a Records Retention Policy
7. Any other business?
8. Set next tentative meeting date.
9. Adjourn.