

TOWN OF MOULTONBOROUGH
MUNICIPAL RECORDS COMMITTEE MEETING MINUTES

October 26th, 2023

The meeting was called to order at 3:10 pm with the following members present: Julia Marchand, Town Clerk; Nancy Goss, Treasurer; Tom Hughes, Assessor. Heidi Davis, Finance Director/Select Board Representative was absent with notice. Ashley Pouliot, Tax Collector, was absent.

Tom made a motion to accept the minutes from April 20th, 2023, and Nancy seconded that motion. All were in favor. The minutes were approved.

Julia gave a quick update on current legislation to reduce the number of paper copies of wetlands (Dredge & Fill) applications that need to be submitted to municipalities noting that the proposed legislation also includes a requirement for applicants to submit a digital version for the Clerk to circulate to the required parties.

There was discussion about the physical record storage in the back archives of Town Hall and what the future of accessing those records could look like. Tom spoke about the customer kiosk in the Land Use office allowing the public to view those records digitally.

The committee then discussed the items in the retention schedule that had been flagged for research and follow-up at the prior meeting. Some items were still being researched. But many of the gaps in the retention schedule were able to be identified.

The committee continued their detailed review of RSA 33-A:3-a to identify gaps and overlaps in the schedule after receiving input from various town departments. Some new items were flagged for research/follow up, but the committee was able to complete their initial review of the schedule.

There were no *Record Destruction Authorization Forms* to process and the committee decided to discuss the potential establishment of a Records Retention Policy at a later meeting with all members present.

There was no new business. The committee will set its next meeting date after conferring with the entire committee. Nancy made a motion to adjourn, which Tom seconded. The meeting was adjourned at 4:12 pm.

Respectfully submitted,

Julia Marchand, Chair