

# **RYE MUNICIPAL RECORDS COMMITTEE**

**Tuesday, June 20, 2023**

**10:00 a.m.**

**Rye Town Hall**

**Present: Town Administrator Matt Scruton, Town Clerk/Tax Collector Donna DeCotis, Assessing Assistant Joanne Drewniak, and Town Treasurer Susan Philbrick**

## **I. CALL TO ORDER**

Town Administrator Matt Scruton called the meeting to order at 10:02 a.m. and led the Pledge of Allegiance.

## **II. PUBLIC COMMENTS**

*No members of the public present.*

## **III. NEW BUSINESS**

### **a. Discussion – RSA 33-A Disposition of Municipal Records**

The Municipal Records Committee has been formed pursuant to RSA 33-A:3 Disposition of Municipal Records. RSA 33-A:3 Municipal Committees - *Municipal officers or their designees together with the clerk, treasurer, an assessor, and tax collector of each city or town shall constitute a committee to govern the disposition of municipal records pursuant to this chapter. Unless otherwise provided by a municipal ordinance, the committee shall designate the office responsible for the retention of each type of record created for the municipality.*

Administrator Scruton opened to the Committee for discussion about what is currently being done in regards to municipal records.

Assessing Assistant Joanne Drewniak explained that currently the archives are located at the Fire Station. The records are shelved, labeled, and are being stored in strong storage boxes. The boxes are numbered and labeled by department. When someone is doing archive for their department, they fill out a form with numbers to stick on the front of the boxes. Assistant Drewniak noted that she keeps a system with all information which is entered into the computer. This keeps track of what has been archived for each department and its location in storage. Each department is responsible for bringing their boxes to archive. They are also responsible for returning the paperwork to her for recording into the tracking system. She commented that the system is well organized and has helped different departments quite a bit. She pointed out that each year, departments can check to see if anything needs to be shredded. There is a list showing how many years certain documents need to be kept. The list references RSA 33-A-a, Disposition and Retention Schedule. Assistant Drewniak noted that the date the records should be destroyed should be listed on the boxes and in the tracking system.

It was noted that by Administrator Scruton that by Statute, there are some records that are never destroyed.

Town Clerk/Tax Collector Donna DeCotis stated that her department has a separate locked cage in the same room as the other department's archives. The reason it is locked is because the records are ballots from past elections, which are destroyed per the RSA. Other records for her department are kept in the safe at the Town Hall Annex.

Treasurer Susan Philbrick noted there are several boxes of the treasurer's records in the Town Hall. The boxes are labeled and dated.

Assistant Drewniak commented that she will generate a report to make sure that everything that is listed under the Treasurer's office is in the computer system. She will send Treasurer Philbrick a report for verification. Assistant Drewniak confirmed that she has verified all boxes that are currently being archived at Town Hall. She also confirmed that she will continue to use the current software for tracking. She will need to visit the archives in the Fire Department to verify that everything is in the system.

Town Clerk/Tax Collector DeCotis stated that she met Bill Dow at a conference prior to Covid. Mr. Dow works for the City of Keene and he helped the municipality with setting up records for town clerk. The Town Clerk's office has been following the guidelines for years. She pointed out that Mr. Dow is willing to visit the Town Clerk's office to be sure they are doing everything by the statutes. She is going to reach out to Mr. Dow to see if he would visit her department.

Assistant Drewniak pointed out that she has a policy book regarding the archive setup, if anyone is interested in more information.

Administrator Scruton asked if there is a section in the policy book that addresses digitized records.

Assistant Drewniak was unsure.

Administrator Scruton pointed out that the Town is looking to move in the direction of digitizing some departments in the future. Often times, paper records still need to be retained for certain records. It would be important for the policy to stay up to date.

Assistant Drewniak agreed. She confirmed there is still adequate space in the archives because some records are taken out and destroyed each year.

*No other business came before the Committee.*

Motion by Joanne Drewniak to adjourn at 10:19 a.m. Seconded by Susan Philbrick. All in favor.

Respectfully Submitted,  
Dyana F. Ledger