



# TOWN OF WARNER

PO Box 265, 5 East Main Street  
Warner, New Hampshire 03278-0265  
Telephone: (603) 456-2298 Fax: (603) 456-2297  
warner.nh.us

**Board of Selectmen**  
Samuel Bower, Chairman  
Christine Frost  
Lois Shea  
[selectboard@warner.nh.us](mailto:selectboard@warner.nh.us)

Diane Ricciardelli,  
**Town Administrator**  
[administrator@warner.nh.us](mailto:administrator@warner.nh.us)

## Record Preservation Committee Minutes

Wednesday, February 22nd, 2023 @ 10:00am - In-Person  
Lower Meeting Room – Town Hall  
DRAFT

Present: Michele Courser, Marianne Howlett, Clyde Carson, Janice Loz, Elizabeth Labbe

Absent: Nancy Ladd, Ginger Marsh

Call to Order at 10:05AM

Discussed Recording Secretary position – Elizabeth volunteered.

Minutes from May 14, 2019 and October 13, 2019 were reviewed and approved.

Michele will speak with DPW (Tim Allen) about retention of special/important maps and other documents for preservation at the DPW office/facilities.

Marianne mentioned a special ‘roads’ book created by Hank Applington. If anyone sees a brown three ring binder with Warner’s roads listed inside, please drop it off with Michele, Marianne, or Elizabeth – or anyone at the Town Hall.

Michele spoke about the need to retain a paper copy of most long term retained records – referencing this NHMA document - <https://www.nhmunicipal.org/town-city-article/municipal-record-retention> - check under the ‘Format’ heading in the article.

Clyde would like to see us put together a Records Preservation Policy, with clear guidelines for retention timelines and disposal policies.

We discussed preserving records by projects vs. individual receipts/dates.

The Tax Maps Cards – need to be preserved – Michele will ask the preservation specialist what can be done to preserve them. They are currently held in the assessing office, separate from property files.

We spoke about getting rid of the large metal filing cabinets in the Downstairs Meeting Room of the Town Hall.

Action Items for department heads:

- Familiarize with [RSA 33-A:3-a](#) and answer:
  - What is your department responsible for?
  - Where is the department currently at with the preservation of these items?

Helpful Links:

- <https://www.nedcc.org/> - Northeast Document Conservation Center
- NHMA's "*Creating Record Retention Policies: A Practical Guide*" - <https://www.nhmunicipal.org/town-city-article/creating-record-retention-policies-practical-guide>

Adjourned at 11:05 AM.

Respectfully Submitted,  
Elizabeth Labbe