



# TOWN OF WARNER

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## Record Preservation Committee Minutes

Wednesday, May 17<sup>th</sup>, 2023 @ 10:00am - In-Person  
Lower Meeting Room – Town Hall  
DRAFT

Present: Michele Courser, Marianne Howlett, Clyde Carson, Janice Loz, Ginger Marsh, Nancy Ladd, Elizabeth Labbe

Call to Order at 10:05AM

Minutes from February 22, 2023, minutes were reviewed. Marianne H made a motion to accept the minutes, Ginger M seconded.

Clyde C presented his plan for the Finance Department's Retention policy. Clyde is going to investigate the cost of having a shredding company come for a day.

An in-depth discussion about what and how the Treasurer was required to hold duplicate documents. It was decided the Treasurer was to keep files 2 years plus current.

Question about who has final say on Retention Policies for specific departments – 'Do we need the Selectboard to approve policies?'

Elizabeth spoke about preserving the property INDEX cards. The tentative plan is to do this work in-house. Assessing will also look into options for preserving the large amount of tax maps.

We enjoyed a tour of the Records Room.

We are hoping that the Warner Historical Society will join a meeting or two so we can explore the possibility of them salvaging some of our very old documents/maps.

Michele will complete four 4 new preservation books this year, totaling \$18,000.

Note: We're still looking for this binder: "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."

Our next meeting will be at the DPW and Tim Allen will update us on his records retention. The tentative date is set for September 6, 2023, at 10 AM.

Adjourned at 11 AM.

Respectfully Submitted,  
Elizabeth Labbe