Records & Retention Committee

June 30, 2025 – 10:00 AM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Maureen Patti, Ryan Timms, Denise Aguiló, Anthony Patti

Members Absent: Terry Bennett

Other Attendees: Municipal Assistant Allison Smith

Meeting was called to order at 10:02 AM by Maureen Patti.

Ms. Smith presented 3 quotes for document retention software and archival scanning. The committee discussed pros and cons to each option. Archival scanning both off-site and on-site is cost prohibitive. The committee will review record retention as outlined in RSA 33 to decide what items the District would like to scan and retain digitally.

Mr. Timms would like Ms. Smith to reach out to the District's IT company to explore whether Microsoft could be a viable option to manage the District's current digital documents and retention. Ms. Smith will communicate with the District's IT service and bring that information to the committee's next meeting.

Next Meeting: July 29, 2025 at 10:00 AM

Mr. Timms moved to adjourn the meeting, Denise Aguiló seconded, motion passed unanimously. Meeting adjourned at 11:05 AM.

Minutes Prepared by Allison Smith