Records & Retention Committee

October 15, 2025 – 11:00 AM

562 Winterbrook Rd., Campton, NH 03223

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

Members absent: Terry Bennett

Other Attendees: Allison Smith

Call to Order: Mrs. Patti (chair) called the meeting to order at 11:00 AM

Approval of Prior Minutes

a. **August 27, 2025**

Mrs. Patti motioned to adopt August 27, 2025 minutes as written to make them the official meeting minutes. Duly seconded by Mr. Timms. Motion carried by 4:0 roll call vote: Mrs. Patti – aye, Mr. Patti – aye, Mr. Timms – aye, Ms. Aguiló – aye.

Discussion

Ms. Smith provided the committee with an update on Laserfiche's implementation.

Mrs. Patti asked what the committee could do to help move forward backlog scanning and summarized the prior document work the committee had done. Ms. Smith stated there were new archival documents found recently that need to be reviewed as well as filings around the office space that will need review as they are suspected to contain documents that qualify for destruction. Ms. Smith also stated that the retention schedule needs to be reviewed to ensure all statutory changes are reflected on the summary sheet used in house. Mr. Patti volunteered to update summary sheet to ensure its alignment with current RSA requirements.

Mrs. Patti updated the committee that the recommendation to move emails to Microsoft is still in progress. Staff are waiting for a final quote from the IT vendor. Ms. Smith mentioned that IT did suggest moving the District's email domain from @waterville-estates.com to @waterville-estatesnh.gov. Committee members agreed unanimously that now would be the time to make that change.

Next Meeting: November 18, 2025 @ 1:00 PM – working session to begin work

Motion to adjourn by Mrs. Patti, seconded by Mr. Patti. Motion carried by 4:0 roll call vote: Mrs. Patti – aye, Mr. Patti – aye, Mr. Timms – aye, Ms. Aguiló – aye.

Meeting adjourned at 11:40 AM

Minutes prepared by Allison Smith

DRAFT