Records & Retention Committee

May 6, 2026 – 10:00 AM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Denise Bujalski, Maureen Patti, Denise Aguiló

Members Absent: Terry Bennett

Other Attendees: Municipal Assistant Allison Smith

Call to Order: Mrs. Patti chaired the meeting and called it to order at 10:15 am.

Mrs. Patti turned the meeting over to Ms. Smith.

Ms. Smith informed the committee that Laserfiche is done and staff have been trained. There was an issue with the public portal discovered during the training that is being repaired and then a final as-built and project sign-off will be presented.

Ms. Smith then showed the committee the current state of digital record storage for administrative staff and asked for guidance on moving to Laserfiche (scope of items to be moved, timeline, goal, etc.). Committee members felt that staff would know best what and when to move items but that the ultimate goal is for all digital documents possessed by the District to be in Laserfiche. Ms. Smith will meet with General Manager Helen Chatel and Finance Administrator Lisa Magerer to determine details.

Ms. Smith also asked about combining policy topics that are covered under multiple policies that are creating multiple documents or not acting in the way that they were initially intended. Committee members agreed and asked Ms. Smith to draft her version of policies for these issues to circulate to the committee for discussion at the next meeting.

Mrs. Patti asked if Laserfiche was able to auto-redact documents. Ms. Smith will research the functionality of the software and report back.

Mrs. Patti will review the record retention cheat sheet used internally and compare it to RSA 33 for updates.

Approval of Prior Minutes: Tabled to next meeting

Next Meeting: June 3, 2026 at 10:00 AM

Motion to adjourn by Mrs. Patti, seconded by Mr. Bujalski. Motion carried 3:0.

Meeting adjourned at 11:30 am

Minutes prepared by Allison Smith

DRAFT