Records & Retention Committee Agenda, July 21, 2026 @ 10 a.m.

WEVD Community Center, 562 Winterbrook Rd., Campton, NH 03223

Item 1: Approve Records Committee meeting minutes from June 3, 2026

Item 2: Updated Record Retention Worksheet & DES Retention Schedule for Water

- CPA input re: time to retain Water Department Lien documents

Item 3: District Policies re: Records, RTK, etc.

Item 4: Retaining gov't records electronically per RSAs

Item 5: Records & Retention Committee purpose statement

Item 6: RTK record retention, NHMA legal opinion

Item 7: Schedule Work Session

Item 8: Schedule next meeting

Item 9: ACTION LIST FOR NEXT MEETING

Records & Retention Committee

June 3, 2026 – 10:00 AM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Terry Bennett, Maureen Patti (chair), Denise Aguiló, Denise Bujalski

Other Attendees: Municipal Assistant Allison Smith

Call to Order: Mrs. Patti called the meeting to order at 10:00 AM.

Approval of Prior Minutes

a. October 15, 2025

Mrs. Patti motioned to amend the minutes of October 15, 2025. Mrs. Bujalski seconded. Motion carried with a 4:0 roll call vote: aye – Patti, Bujalski, Aguiló, Bennett.

Mrs. Patti motioned to adopt the amended minutes as the official meeting minutes of October 15, 2025. Mrs. Bennett seconded. Motion carried with a 4:0 roll call vote: aye – Patti, Bujalski, Aguiló, Bennett.

b. November 18, 2025

Mrs. Patti motioned to adopt the minutes as written as the official meeting minutes of November 18, 2025. Mrs. Bujalski seconded. Motion carried with a 4:0 roll call vote: aye – Patti, Bujalski, Aguiló, Bennett.

c. May 6, 2026

Mrs. Patti motioned to amend the minutes of May 6, 2026. Mrs. Bujalski seconded. Motion carried with a 4:0 roll call vote: aye – Patti, Bujalski, Aguiló, Bennett.

Mrs. Patti motioned to adopt the amended minutes as the official meeting minutes of May 6, 2026. Mrs. Bujalski seconded. Motion carried with a 4:0 roll call vote: aye – Patti, Bujalski, Aguiló, Bennett.

Changes to Municipal Records Worksheet: Mrs. Patti presented the committee with a draft updated retention worksheet based on RSA 33 for staff and volunteers to reference when reviewing items for destruction. She did state that retention rules recommended by NHDES (water) were accidently omitted and will be added to the second draft. Members and staff provided feedback and asked clarifying questions. Mrs. Patti will forward the second draft ahead of the next meeting.

Auto Redaction with Laserfiche: Ms. Smith updated the committee that automatic redaction in Laserfiche at this time does not seem beneficial due to it requiring consistency when redacting, and signatures are not consistently placed on District documents.

District Procedures/Policies re: Public Body Minutes and Retention: Committee will send notes to Ms. Smith on the combined policies ahead of the next meeting.

Records & Retention Committee Purpose Statement: Mrs. Patti informed the committee that they needed to draft a purpose statement. Discussion was had on what it should encompass based on the committee's statutory requirements. Mrs. Patti will draft the statement ahead of the next meeting.

Schedule Work Sessions: The committee discussed the need to schedule a work session to begin reviewing records in order to dwindle down what is submitted for back-scanning.

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Next Meetings:

a. **Work Session:** June 9, 2026 at 10:00 AM
b. **Regular Meeting:** July 21, 2026 at 10:00 AM

Motion to adjourn by Mrs. Bennett, seconded by Mrs. Bujalski. Motion carried with a 4:0 roll call vote: ayre - Patti, Bujalski, Aguiló, Bennett.

Meeting adjourned at 11:54 AM.

Minutes prepared by Allison Smith

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WEVD Records Retention – RSA Chapters and WEVD Procedures

Municipal records identified below shall be retained, at a minimum, as follows:

Governance

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Archives	Permanently	33-A: VII
Articles of Agreement or Incorporation	Permanently	33-A: IX
Perambulations of town lines – copy kept by town and copy sent to Secretary of State	Permanently	33-A: XCIV
Minutes of Board/Committee Meetings	Permanently	33-A: LXXXI
Minutes of Town Meeting (WEVD Annual Meeting)	Permanently	33-A: LXXXII
Minutes of Selectmen's Meetings (WEVD Commission Meetings. Village Districts are sometimes treated as the equivalent of towns by the RSAs)	Permanently	33-A: LXXXIII; 52:3-a, I
Tape Recordings of Meetings (Minutes)	Until written record is approved then reuse or dispose of tape	33-A: LXXX
Annual Reports, Town Warrants	Permanently	33-A: VII
Town Meeting Warrants (WEVD Annual Meeting; Village Districts are sometimes treated as the equivalent of towns by the RSAs)	Permanently	33-A: CXLVI
Voter Checklists, marked (Provided by Thornton & Campton Checklist Supervisors after the Annual Meeting; WEVD is likened to a town)	7 years	33-A: CXL; RSA 659:102; RSA 670:3
Oaths of Office	Term of office plus 3 years	33-A: XCI
Special Assessment (If WEVD secures approval from voters to create one)	20 years	33-A: CXXVI
Ordinances	Permanently	33-A: XCII
Legal Actions against the municipality	Permanently	33-A: LXV

Agreement to settle lawsuit, threatened lawsuit, or other claim	10 years	91-A:4: VI
Writs	Expiration of Appeal Period plus 1 year	33-A: CLII
Correspondence by and to municipality -- administrative records	Minimum of 1 year	33-A: XXV
Correspondence by and to municipality -- policy and program records	Follow retention requirement for the record to which it refers	33-A: XXVI
Correspondence by and to municipality -- transitory	Retain as needed for reference	33-A: XXVII
Records Management forms for transfer of records to storage	Permanently	33-A: CXV
Insurance policies	Permanently	33-A: LIV
Intergovernmental agreements	End of agreement plus 3 years	33-A: LVI
Capital projects and fixed assets that require accountability after completion	Life of project or purchase	33-A: XVIII
Vehicle maintenance records	Life of vehicle plus 2 years	33-A: CXXXIX
Equipment maintenance	Life of equipment	33-A: XLI
Easements awarded to municipality	Permanently	33-A: XXXV

WEVD REAL PROPERTY ASSETS:

Aerial Photographs	Permanently	33-A: III
Intent to excavate forms	Completion of reclamation plus 3 years	33-A: CLIV
Intent to cut trees or bushes (Unless WEVD is clearing a right of way)	3 years	33-A: LV
Underground facility damage prevention forms	4 years	33-A: XXXII
Dredge and fill permits	4 years	33-A: XXXIII
Special Assessment (betterment of property)	20 years	33-A: CXXVI

WEVD Records Retention – RSA Chapters and WEVD Procedures

Municipal records identified below shall be retained, at a minimum, as follows:

Accounting/Finance

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Accounts Receivable	Until audited plus 1 year	33-A: II
Invoices and Bills	Until audited plus 1 year	33-A: LIX
Bank Deposit Slips and Statements	6 years	33-A: X
Checks	6 years	33-A: XX
Cash Receipts and Disbursement book	6 years after last entry or until audited	33-A: XIX
Vouchers and Treasurer Receipts	Until audited plus 1 year	33-A:CXLII
Payrolls	Until audited plus 1 year	33-A: XCIII
Time Cards	4 years	33-A: CXXXVII
Federal Forms 1099 & W-2	7 years	33-A: XLIII
Federal Form 941	7 years	33-A: XLIV
Federal Form W-1	4 years	33-A: XLV
Deferred Compensation plans	7 years	33-A: XXXI
Annual Audit Report	10 years	33-A: VI
Ledger and journal entry records	Until audited plus 1 year	33-A: LXIV
Abatements	5 years	33-A: I
Contracts – completed awards including request for purchase, bids, and awards	Life of project or purchase	33-A: XXIII
Contracts – unsuccessful bids	Completion of project plus 1 year	33-A: XXIV
Grants, supporting documentation	Follow grantor's requirements	XLVII

Bonds and Continuation Certificates	Expiration of Bond plus 2 years	33-A: XII
Notes, Bonds and Municipal bond coupon register	Permanently	33-A: XC
Notes, Bonds and Municipal bond coupon – cancelled	Until paid and audited plus 1 year	33-A: LXXXIX
Trust Fund minutes and quarterly reports	Permanently	33-A: CXXXVIII
Trust Fund bank statements	6 years after audit	33-A: CXXXVIII
Budgets	Permanently	33-A: XIV
Budget Committee drafts (BAC is advisory)	Until superseded	33-A: XIII

Water Department Accounting/Finance

Liens	3 years after release ??	WEVD Procedure

WEVD Records Retention – RSA Chapters and WEVD Procedures

Municipal records identified below shall be retained, at a minimum, as follows:

Personnel

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Job Applications – successful	Retirement or termination plus 20 years	33-A: LX
Job Applications – unsuccessful	Current year plus 3 years	33-A: LXI
Grievances	Expiration of Appeal period	33-A: XLVIII
Labor-Public employees labor relations board actions and decisions	Permanently	33-A: LXII
Personnel Files	Retirement or termination plus 20 years	33-A: XCVI
State Liens for support of children	Until court order is lifted plus 1 year	33-A: LXXIV
IRS Liens	1 year after discharge	33-A: LXXIII
Hospital Liens	6 years	33-A: LXXII

WEVD Records Retention – RSA Chapters and WEVD Procedures

Municipal records identified below shall be retained, at a minimum, as follows:

REAL PROPERTY

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Easements awarded to municipality	Permanently	33-A: XXXV
Aerial Photographs	Permanently	33-A: III
Blueprints – architectural	Life of building	33-A: XI
Driveway Permits and plans	Permanently	33-A: XXXIV
Deed grantee/grantor listing from registry or copies of deeds	Discard after being updated and replaced	33-A: XXX
Street Acceptances	Permanently	33-A: CXXVII
Special Assessment (If WEVD secures approval from voters to create one)	20 years	33-A: CXXVI
Inspections -- bridges and dams	Permanently	33-A: LIII
Pole Permits or Licenses	Permanently	33-A: XCV
Intent to excavate forms	Completion of reclamation plus 3 years	33-A: CLIV
Intent to cut trees or bushes (Unless WEVD is clearing a right of way)	3 years	33-A: LV
Underground facility damage prevention forms	4 years	33-A: XXXII
Dredge and fill permits	4 years	33-A: XXXIII

WEVD Records Retention – RSA Chapters and WEVD Procedures

Municipal records identified below shall be retained, at a minimum, as follows:

Water Department:

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Sampling Schedules (Current Version Only)	Permanently	
Monitoring Waivers (Application, Approval Letter) (Current Version Only)	Permanently	
Emergency Plan (Current Version Only)	Permanently	
Operations & Maintenance Manual (Current Version Only)	Permanently	
Distribution System Maps (Record Drawings) (Current Version Only)	Permanently	
Inspection Logs (Current Version Only)	Permanently	
Backwash Recycling Records (Current Version Only)	Permanently	
Cross Connection Control Program (Current Version Only)	Permanently	
Source Water Protection Plans (Current Version Only)	Permanently	
Wellhead Protection Plans (Current Version Only)	Permanently	
Sampling Schedules (Current Version Only)	Permanently	
Monitoring Waivers (Current Version Only)	Permanently	
Emergency Plan	Permanently	

(Current Version Only)		
Operations & Maintenance Manual (Current Version Only)	Permanently	
Distribution System Maps (Record Drawings) (Current Version Only)	Permanently	
Inspection Logs (Current Version Only)	Permanently	
Backwash Recycling Records (Current Version Only)	Permanently	
Well Siting Approval Letter (Wells approved after 1993)	Permanently	
Pump Test Results	Permanently	
Disinfection Profiling/Benchmarks	Permanently	
Drinking Water Source Assessment Report	Permanently	
Large Groundwater Withdrawal Permit	Permanently	
Lead & Copper -- Analysis corrosion measurements, consumer notification	12 years	
Disinfection Residuals	10 years	
Water Quality Testing	10 years	
State Sanitary Surveys	10 years	
Sanitary Survey Deficiency Correction Documentation	10 years	
Chemical Monitoring Analysis	10 years	
Bacteria Analysis	5 years	
Cross Connection Control Records	5 years	
Level I and Level Il Assessment Reports	5 years	

Sanitary Defect Correction Documentation	5 years	
Consumer Confidence Reports	5 years	
Water Use Data	5 years	
Water Conservation Program	5 years	
Filter Monitoring	5 years	
Public Notice & Certification	3 years	

WEVD Records Retention – RSA Chapters and WEVD Procedures

Municipal records identified below shall be retained, at a minimum, as follows:

Roads

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Street Acceptances	Permanently	33-A: CXXVII
Sign inventory	7 years	33-A: CXXII
Maintenance records Street Signs	10 years	33-A: CXXVIII
Road & Bridge construction & reconstruction including highway/road defect slips	6 years	33-A: CXVI
~~Scenic Roads~~ ~~(If WEVD has any)~~	~~Permanently~~	~~33-A: CXVIII~~
Road Layouts and discontinuances	Permanently	33-A: CXVII

Suggested Edits to Consolidated & Updated WEVD Policies re Government Record Production, Publication per RTK, & Retention

1. Public Body Rules of Procedure
    a. Page 1, bullet point at bottom of page: Replace 'Have reviewed' with "Review"
    b. Page2, last bullet point on top half of page: modify sentence to read "Draft and submit the public body's report for inclusion in the WEVD Annual Report"
    c. Page 2, second set of bullet points: add to first line of last point to "…serve on a WEVD Board or advisory committee…"
    d. Page 2, Conduct section: insert "civilly and" in the second line so it reads "…conduct themselves civilly and respectfully at all times…"
    e. Page 6, top paragraph, 3rd line: correct typo "staff"
    f. Page 7, first line: insert at beginning of second sentence "In addition to voting on Committee/Board business, public body members…"

2. RTK Procedures
    a. Page 1, bottom of page, bullet point #2: insert after 'deny request' the phrase "pursuant to 91-A: 5 or other statute"
    b. Page 2, at end of second bullet point: insert after '91-A: 5 and' "other statutes" instead of 'RSA 91-A:4, I'
    c. Page 3, first paragraph: correct typo "91-A: 1-a, III"
    d. Page 3, second paragraph: include WEA Secretary. Modify first sentence to read "…(WEA) to officers of the WEA Board of Directors: President, Vice-President, Secretary, and Treasurer."

Retention of Governmental Records in Electronic Form:

1. RSA 91-A: 4, III a – Governmental records created or maintained in electronic form shall be kept and maintained for the same retention or archival periods as their paper counterparts. Governmental records in electronic form kept and maintained beyond the applicable retention or archival period shall remain accessible and available in accordance with RSA 91-A:4, III. Methods that may be used to keep and maintain governmental records in electronic form may include, but are not limited to, copying to microfilm or paper or to durable electronic media using standard or common file formats.

2. RSA 91-A: 4, III b – A governmental record in electronic form shall no longer be subject to disclosure pursuant to this section after it has been initially and legally deleted. For purposes of this paragraph, a record in electronic form shall be considered to have been deleted only if it is no longer readily accessible to the public body or agency itself. The mere transfer of an electronic record to a readily accessible "deleted items" folder or similar location on a computer shall not constitute deletion of the record.

3. RSA 91-A: 4, V -- In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1. Access to work papers, personnel data, and other confidential information under RSA 91-A:5, IV shall not be provided.

DRAFT WEVD RECORDS & RETENTION COMMITTEE PURPOSE STATEMENT:

New Hampshire law requires the Waterville Estates Village District to establish and maintain a Records & Retention Committee to govern the disposition of municipal records pursuant to RSA Chapter 33-A. This committee consists of a Commissioner, the WEVD Clerk, the WEVD Treasurer, and interested volunteers.

The following principles guide our decisions:

1. To follow New Hampshire Right-To-Know law,
2. To encourage the Commission to act in a financially responsible manner when expenditures of tax revenue are required to ensure appropriate retention of government records,
3. To promote and advance open and transparent government, and,
4. To maintain the historical record of the business of the Waterville Estates Village District

REVISED

Legal Inquiries

Jul 1, 2026, 1:02 PM (6 days ago)

to me

Hello Maureen,

Those are good questions and I'm glad you asked. I will answer them in the order you have asked them:

1. Yes. RSA 91-A:2 only requires that you include the names of the board members present and anyone else who actually participated in the meeting, but there is nothing wrong at all with including the names of everyone who attended even if they didn't speak. The sign-in sheet isn't required on its own and is really just a record that helps you prepare the minutes. The NH Supreme Court has said that a public body may have a policy of disposing of the materials used to create the minutes once that body has approved the minutes. *See Brent v. Paquette*, 312 N.H. 415 (1989). I note as well that RSA 33-A:3-a, LXXX permits the recording of a meeting to be disposed of once the written meeting minutes have been approved by the public body.

2. Yes. The checklist itself isn't required by law; it is an aid that helps boards navigate nonpublic sessions properly. Once separate written minutes have been created and approved by the board, the checklist can be discarded for the same reasons as #1.

3. Right-to-Know requests, correspondence and copies of what was produced aren't specifically addressed in RSA Chapter 33-A, the Municipal Records Retention Act. Those records would probably fall under RSA 33-A:3-a, XXV: "Correspondence by and to municipality - administrative records" which should be kept for at least one year. An argument might be made that they are "transitory" correspondence (RSA 33-A:3-a, XXVII), which can be disposed of as soon as you don't need them anymore. On a practical level, however, we do advise retaining these records at least until the request has been fully responded to and you are fairly sure there will not be any legal action challenging your response. Some municipalities keep them permanently in case they are needed as evidence to defend the municipality in any future legal action based on alleged failure to produce records or comply with the requirements of RSA 91-A. Others hold them for at least 3 years (the ordinary time period within which an action would need to be brought). This is an issue we suggest you discuss with your regular municipal attorney because they are the ones who would be handling any such litigation on your behalf, so they should be comfortable with your policies in this regard.

I hope this information is helpful!

Regards,
Christine

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