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.

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