Records & Retention Committee

September 1, 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.

Mrs. Bennett noted that the minutes for approval are July 21, 2026 not June 3, 2026.

Approval of Prior Minutes

Mrs. Patti motioned to approve the July 21, 2026 minutes as written. Mrs. Bujalski seconded. Motion carried unanimously.

Discussion

The committee discussed further updating the retention worksheet with citations for the retention periods and an approval date from the committee. Ms. Smith with coordinate with DES to gather references for the water department section of the worksheet.

The committee continued their discussion of the retention policy. A draft of the retention policy will be on the 9/16 commission agenda.

Mrs. Patti moved to approve for submission to the commissioners the revised Public Body Procedures policy with the 3 amendments suggested by Mrs. Bujalski, Mrs. Bennett seconded. Motion carried unanimously.

Next Meeting: December 1, 2026 @ 10:00 AM

Work Sessions: 9/9/26 @ 2pm and 9/21/26 at 10am – no remote access, sorting records.

Motion to adjourn by Mrs. Patti, seconded by Mrs. Bujalski. Motion carried unanimously.

Meeting adjourned at 10:49 am

Minutes prepared by Allison Smith

DRAFT