

1 DRAFT

2 MUNICIPAL RECORDS COMMITTEE

3 TOWN OF SANDOWN, NH

4 SANDOWN, NH 03873

5 **Meeting Date: Monday, December 7, 2020**

6 **Type of Meeting: Regular**

7 **Method of Notification: Public Posting at Town Hall**

8 **Meeting Location: Town Hall**

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11 **Members Present:** Selectman Hudgins, Treasurer Erica Olsen, Town Administrator Lynne
12 Blaisdell

13 **Members Absent:** Town Clerk/Tax Collector Dawn Nicolaisen, Selectman Liaison Robert
14 Nickerson

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16 Meeting was called to order at 5:45 pm.

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18 Members met to discuss the retention and disposal of records from the town vault. The
19 members reviewed RSA 33-A:3-a Disposition of Municipal Records and discussed how
20 records would be reviewed, marked and disposed of according to state statutes. A list will
21 be maintained of records to retain and records for disposal. Lynne Blaisdell stated this
22 process will happen over the next several weeks. She asked if any other members would
23 like to be present during the process and other members declined.

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25 Meeting adjourned at 5:55 pm.

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28 Respectfully Submitted,

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31 Lynne Blaisdell, Town Administrator