

**Town of Bow
Records Retention Committee
Minutes – October 12, 2021**

The Records Retention Committee met at 9:00 a.m., at the Town Municipal Building, 10 Grandview Road, in Meeting Room B, on Tuesday, October 12, 2021

I. CALL TO ORDER

Present: Town Clerk/Tax Collector Mridula Naik, Assistant Planner Bryan Westover, Community Development Coordinator Janette Shuman, Finance Director Geoff Ruggles, and Administrative Assistant Tonia Lindquist
Absent: Administrative Assistant Stephanie Vogel

II. DISCUSSION ACTION ITEMS

1. Review of the May 20, 2021 Meeting Minutes

The Committee reviewed the minutes of May 20, 2021, no changes made.

2. Call to Order

Chair Naik called the meeting to order at 9:05 a.m.

3. Disposal of Records and Shredding Company

The committee reviewed files that Ms. Lindquist had, to confirm whether they could be disposed of or not.

Ms. Lindquist will be scheduling the shredding for some time in November.

4. Identify Key Issues

The committee unanimously agreed that we have to have a best practice in place concerning DOCStar, and more training. Mr. Ruggles will work with DOCStar on scheduling a training session for our next meeting.

There was back and forth discussion concerning a disposition record, the consensus from the committee was for each department to keep a record of what they dispose of.

5. Next Meeting and Adjournment

The committee scheduled the next meeting for January 11, 2022, with training on DOCstar to start at 9:00 a.m. and the regular meeting following at 10:00 a.m.

Meeting adjourned at 10:05 a.m.