

NEW HAMPSHIRE MUNICIPAL RECORDS BOARD  
MINUTES

Monday, January 24, 2011

The New Hampshire Municipal Records Board (MRB) convened at 9:06 am in the conference room at the Records Center. In attendance were Vice-Chairman, William Copeley, State Archivist/Records Manager Brian Nelson Burford, Patricia Tucker, David Gomez, Steve Wurtz and Barbara Robinson. Interested participants were Cynthia Swank, Peter Parker, Bill Dow and Sally Fellows.

I. Members (introductions. vacancies)

Vice Chairman William Copeley called the meeting to order. The first item on the agenda, after introductions, was possible vacancies. There is one, the State Records Manager, but that position will remain unfilled.

II. Approval of Minutes

The minutes of the November 5, 2009 meeting were approved.

III. Future of the Municipal Records Board

Burford gave an explanation about the Legislature's decision to Sunset every board and commission. Unless a board or commission was reinstated by the legislature, said board or commission would be eliminated by June 30, 2011. The MRB was reinstated and will continue as an advisory board to the Secretary of State. The New Hampshire Historical Records Advisory Board (SHRAB) has not been reinstated which means the State of New Hampshire will be unable to apply for federal grants.

IV. Old Business

1. The Property Record Map question will reviewed by Burford and he will report his findings at the next meeting.
2. MS (Municipal Services) Form – Robinson stated that the Department of Revenue Administration has their own records retention schedule. One question for the DRA is how long do they think the MS Form should be kept by the cities and towns. Robinson stated that an electronic process will be in place in

about two years. This process will collect the data and make it available to the towns. The question is what to do now.

Robinson and Burford will discuss what the retention schedule shall be under Chapter 33-A. Tucker will send out an email to the towns to determine what each town is doing with the MS forms.

3. A revision to the Election records retention has been passed by the 2010 Legislature.
4. Capital Reserve Fund, Escrow Accounts and Applicant Engineering Fees:
  - A. The retention period for Escrow Accounts and Applicant Engineering Fees is now six years. Burford suggested that the period be changed to termination plus six years.
  - B. The Capital Reserve Fund's (Trustee of Trust Funds) retention period needs to be clarified, and Burford has not had an opportunity to work with the representatives of InLook (Swank and Parker).

Robinson stated that the Department of Justice, Division of Charitable Trusts' recommendation was to keep them forever. One question was whether Fixed Assets and Disposable Assets should be made separate categories. Robinson will discuss with Terry Knowles, Department of Justice, Division of Charitable Trusts, about the disposal of records for non-permanent assets.

Burford added that there needs to be clarification about a closed capital reserve fund and a retention period for such a fund.

5. City of Manchester Youth Services Client Records

The Board discussed the retention of client records, especially for those individuals who are no longer part of the system. Burford first suggested that

keeping the records until the individual is 21 plus 3 years would be adequate but Dow suggested that keeping the record until an individual is past the age of 28 would be appropriate. Swank stated that the item description in 33-A should read Youth Client Records so towns that did not have a Youth Services department would understand the designation.

V. New Business

1. New Business consisted of two questions raised by Tucker:
  - A. Why was the retention period for personnel records 50 years?: Dow – Beneficiary requests; Fellows – Reemployment purposes.
  - B. Which retention period for motor vehicle paperwork conflict – Retention Schedule or Motor Vehicle regulation? Answer – whichever is the longest.
2. Dow introduced the question of the 540:1-b Landlord's Agent Required Form which requires landlords to file a statement with the town or city clerk of the municipality in which the property is located that provides the name, address, and telephone number of a person within the state who is authorized to accept service of process for legal proceedings. The Keene City Solicitor feels that these forms should be kept permanently until superseded. There is also the question of how they should be filed – by address or by Tax Map Number. This item needs to be researched further. Dow will do further research and Fellows will ask the City Clerk of Manchester for his recommendations.
3. The next meeting of the MRB will be Tuesday, April 5 at 9 a.m.

VI Adjournment: At 10:20, on motion of Burford and seconded by Robinson, the Board voted to adjourn.

Respectfully submitted,  
Sally Fellows