

MUNICIPAL RECORDS BOARD MEETING MINUTES
October 8, 2015

Present:

Dave Birchenough
Susan Hansel
John Shea

Teri Upton
Amy Whitney
Bert Wingerson

Absent:

Edie Drinkwater
Julia Lennon
Edith Notman

This meeting was called by Bert Wingerson, Archivist to discuss placement of files, shelving, and tables in the new archive location. The room should be completely done by the end of October. There was much discussion about where the shelving will be along the wall, and which records will be moved to the new location.

Decisions:

We will move to the new location after the November 7, 2015 *Celebrate Nelson* being held in the town hall, the lower level of the library, and in the old library on that day.

All of the files, excepting the map file, and tables and chairs will be relocated first. Boxes containing permanent records and boxes used to retain records for the required time period according to RSA 33A will be moved second. This will enable placement of the hard pieces before the boxes are brought to the room.

A question about whether or not the retention boxes will be stored in the new space has not been resolved.

The filing cabinet in the present archive room is not being moved because it contains cement as part of its lining, and should not be used for long-term storage. The committee agreed that there is ample storage room in cabinets the committee has acquired to store the records presently in the cement-lined cabinet.

Respectfully submitted,

Teri Upton, Acting Chair