



TOWN OF WARNER

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Record Preservation Committee Minutes of February 7, 2024

1. Michele Courser opened the meeting at 10:03 AM.

A. Members present

Board Member	Present	Absent
Butch Burbank (Interim, Town Admin.)		✓
Clyde Carson (Finance)	✓	
Michele Courser (Town Clerk)	✓	
Marianne Howlett (Tax Collector)	✓	
Elizabeth Labbe (Assessing)		✓
Nancy Ladd, (Library Director)	✓	
Janice Loz (Land Use)	✓	
Ginger Marsh (Treasurer)		✓
Faith Minton (Select Board)	✓	

2. The minutes of November 1, 2023 were approved as amended.
3. Clyde mentioned that Georgia is inventorying the financial records in the attic. Clyde gave her a copy of the RSA. Georgia may need help moving boxes.
4. The group discussed asking Georgia to be part of the group.
5. Clyde mentioned joining in with Sugar River Bank to shred files.
6. Nancy said just because we don't have to preserve certain records, we probably should. She also said computer information can be damaged or inaccessible, paper copies are important.
7. The committee visited Marianne's office and reviewed the Tax Collector's files. Marianne said the history of properties will be forwarded to Avatar as part of the data transfer to the new system.
8. Nancy said there are grants available for preservation of records. She recommended members visit the "nedcc.org" to explore information on record retention with useful links.
9. Clyde asked who decides what to get rid of? Michele said this committee would decide, if it is not addressed by a RSA.
10. Marianne said she had a pink list of information to be preserved in keeping with the RSA for Tax Collecting. Marianne reviewed 2022 tax bills documentation. She shared a daily

journal for one year of payment receipts which should be kept for six years, she keeps them for 10 years. Abatements are kept in a notebook permanently. Liens, she said are in a file folder and are a permanent record. They should be bound and kept permanently. Nancy said permanent records should be microfilmed. Marianne said after three years at the end of the lien, the deed process is started and preserved in a file. She said the files kept under the stairwell are fireproof. Nancy thought the new Town Administrator and Select Board member should have this tour to be aware. Marianne said she sends statements to people ongoing if they owe money. It informs them ahead of time and can sometimes avoid a lien situation. She reviewed the location of the warrant file that is signed by the Select Board.

- 11.** The second quarter meeting of the Record Preservation Committee is scheduled for May 1, 2024 at 10:00 AM in the lower Town Hall meeting room.