

MINUTES --DRAFT
WASHINGTON COUNTY CLERKS & TREASURERS ASSOCIATION
Thursday, April 26, 2018

MARSHFIELD CLERK'S OFFICE MARSHFIELD TOWN HALL

5:30PM – social time, 6:00PM – pizza served

Attendance: Sara Haskins, Morristown; Cathy Mander-Adams, Belvidere; Rosemary Audibert, Johnson; Mark Schilling, Cambridge; Rose Laquerre, East Montpelier; Winnie Valenza, Marshfield; Linda Wells, Plainfield; Donna Kelty, Barre Town; Laura Dailey, Woodbury; Brandy Smith, Woodbury; Diana Peduzzi, Woodbury; Teresa Hoadley, Stowe; Lisa Walker, Stowe; Barbara Graham, Williamstown; Linda Martin, Wolcott; Belinda Clegg, Wolcott; Mitzi Fleming, Morristown; Elizabeth Chase, Morristown; Bobbi Brimblecombe, Marshfield; Judy Fitch Robert, Calais; Megan Wheaton-Book, VSARA

Meeting called to order at 6:35pm by Sara Haskins.

Approval of minutes from January 25, 2018 meeting

Sara Haskins moved to approve the minutes from January, the motion was seconded and carried. There was a discussion of revised tax bills as an administrative burden and the tax abatement process.

Treasurer's Report and membership update

Treasurer Bobbi Brimblecombe provided a report of calendar year funds collected that totaled \$110 in dues and funds spent \$49 on meals.

Select program and location for July 26th meeting

Location ideas for the July 2018 meeting/gathering include Little River Waterbury and Lake Elmore. Discussion topics floated: dogs, elections, recording, fees, water legislation impact, legislation impacts such as notary responsibilities and training, sharing tips and tricks.

Program: Records Retention/Organizing Your Vault

Presenter: Megan Wheaton-Book from VT State Archives & Records Administration (VSARA), Records Analyst

Megan gave an overview of her responsibilities regarding records and policies. She discussed key aspects related to record including general schedules, time tables, and disposition orders. She addressed the question: *How to go from no records policy or plan to a records management system?* Marshfield Town Office was used as an example of a municipality that developed a policy and procedures for records management and implemented them. Advice included:

- First step: develop a policy and framework to create order when processing records.
- SOS website has useful information regarding records management and retention.

- Electronic records have a three to five year life span, so don't expect scanning a document to preserve it. If digital files are used for critical records, the town will need a digital file preservation plan. This is an expensive commitment to migrate the technology as it develops.
- Microfiche/film is a stable format that lasts 50 years minimum. VSARA has microfiche readers.
Land records are stored in Middlesex if a town has signed an agreement.

Bobbi shared examples from Marshfield and Megan provided guidelines and advice:

- Filing Guidelines handout was shared. To sort and cull her records, Bobbi set up a table and went through each file drawer at a time. She organized the records by the categories she developed listed in her File Guideline categories. She created an index by category in an excel spreadsheet. She indexed and cross-referenced by various searching possibilities.
- Auditors advised 7 years retention for financial documents, impacted by when audits occur.
- An index provides ability to rescue the most important permanent records during a flood or disaster. Files are color-coded by category.
- There are shredding options through the State for on-site mass shredding with "secure-shred" bins.
- For remaining records after organizing and purging, there is a maintenance plan for removing files on schedule.
- Public records cannot be given to historical societies. Records can be stored offsite, but the municipality retains custody of the documents and legal oversight regarding access.
- Notify the state archivist when your municipality has adopted the general records schedule, not required but good to do.
- Transparency is critical in creating a policy and following it. Inconsistency can create legal problems.
- No list of destroyed records is required, as long as the policy is followed.
- Create indexes of what records are in the office and where they are. This will help for regular searches and disaster recovery.

Bobbie shared photos of her process of sorting files and provided a tour of the office and vault. Adjourned informally at 8:19 pm

Upcoming meeting schedule (3rd Thursdays) – locations and topics to be announced:

July 26, 2018; October 25, 2018; January 24, 2019

Respectfully submitted,

Judy Fitch Robert, Town Clerk Calais