

## Records & Archives Management Committee

J.V. Fletcher Library, Mary Atwood Room

Friday, August 25, 2006, 1:00 pm

### **Minutes**

Members present were: Ginny Moore, Chair, Jane Hinckley, Ellen Harde and Kaari Mai Tari.

#### Committee Goals

Members discussed various goals and decided to focus on creating a disaster plan and completing the Town Hall Vault inventory.

K. Tari will look at the online D-plan (Disaster Plan) tool that the Board of Library Commissioners has made available to all institutions with archival holdings and ask members to work on information gathering for specific categories defined in the D-plan.

Members agreed that they would like to continue actually working on preservation projects and this will begin with the next meeting.

The next meeting is scheduled for September 22, 2006, beginning at 3:00pm in the Mary Atwood room to divide up the tasks for the D-plan, approve minutes, and other committee business that may arise. Members will then go to the Town Clerk's Office to continue taking an inventory of the vault.

Respectfully submitted,

Kaari Mai Tari