

Records & Archives Management Committee

March 20, 2017 at 11:00am

Town Hall, First Floor meeting room

AGENDA

- Minutes acceptance: June 17, 2015
- CPA Activity reporting
 - 2007 CPA grant – Engineering & building plan preservation (closed)
 - 2009 CPA grant – Treatment survey of basement vault records (closed)
 - 2010 CPA grant – Town Hall Records Preservation (status report)
- Records management update
 - Public Records Law: Changes in 2017
- DMS update
 - A new approach for cleaning up and improving access to DMS
- Accessions
 - Bound collection of school reports from Historical Society
- Projects for the coming year
 - Prioritize treatment of volumes and other collections
 - Index all town-owned land deeds and agreements
 - Reorganize valuations and tax books to determine if we are keeping duplicates.
 - Create Finding Aid for State Aid / Overseers of the Poor records
 - Work with IT to select new Document Management System & Trusted digital repository for electronic records access and preservation.
 - Continue collections development in Archives Space
- Meeting schedule for 2017