

Town of Bow  
Records Retention Committee  
**Minutes – October 12, 2021**

The Records Retention Committee met at 9:00 a.m., at the Town Municipal Building, 10 Grandview Road, in Meeting Room B, on Tuesday, October 12, 2021

**I. CALL TO ORDER**

Present: Town Clerk/Tax Collector Mridula Naik, Assistant Planner Bryan Westover, Community Development Coordinator Janette Shuman, Finance Director Geoff Ruggles, and Administrative Assistant Tonia Lindquist

Absent: Administrative Assistant Stephanie Vogel

**II. DISCUSSION ACTION ITEMS**

**1. Review of the May 20, 2021 Meeting Minutes**

The Committee reviewed the minutes of May 20, 2021, no changes made.

**2. Call to Order**

Chair Naik called the meeting to order at 9:05 a.m.

**3. Disposal of Records and Shredding Company**

The committee reviewed files that Ms. Lindquist had, to confirm whether they could be disposed of or not.

Ms. Lindquist will be scheduling the shredding for some time in November.

**4. Identify Key Issues**

The committee unanimously agreed that we have to have a best practice in place concerning DOCStar, and more training. Mr. Ruggles will work with DOCStar on scheduling a training session for our next meeting.

There was back and forth discussion concerning a disposition record, the consensus from the committee was for each department to keep a record of what they dispose of.

**5. Next Meeting and Adjournment**

The committee scheduled the next meeting for January 11, 2022, with training on DOCstar to start at 9:00 a.m. and the regular meeting following at 10:00 a.m.

Meeting adjourned at 10:05 a.m.