

## Record Storage Advisory Committee Fiscal Year 2018 Annual Town Report

The charge to the Record Storage Advisory Committee is to, "...study and recommend to the Select Board short and long-term measures that will improve the Town's ability to preserve and protect all the town's records as required by state statute."

Through the efforts of many, the task of inventorying, evaluating, and managing town records has evolved throughout the ages. The current state of storage materials needs more space and the environment better controlled to safeguard their condition and improve access.

Five of the six appointed members met monthly to locate, identify and quantify the Town's records, familiarize ourselves with the state record retention guidelines, determine the condition of the records we have, and evaluate the environmental factors in current storage locations. We attained a grant to purchase a flat file improve storing maps and another grant to monitor the relative humidity and temperature in the Old Town Hall vault and in the main room down stairs in Town Hall.

We took field trips to Templeton, Barre, Wendell, and Monson to see how other towns take care of and store their records. Our committee brainstormed many locations in Town and are evaluating each using record storage requirements and other criteria. We have discovered some important ideas regarding good record storage.

Short range storage measures are necessary for the protection of some town records. We have identified some possible locations and will be making an action plan to get some of the records moved to better storage.

The information we have discovered will be shared and will create dialogue with many other committees and departments. We know there will be a lot of record sorting, cleaning, inventorying, re-boxing and moving ahead. This effort to make improvements and progress will take time, effort, volunteers, and money. We will keep the townspeople informed of our progress and recommendations.

Respectfully submitted,

By Susie Mosher, Linda Avis Scott, Leslie Bracebridge, Susan Millinger, Savanna Ouellette and Becky Torres, ex officio.