

Records & Archives Management Committee
Friday, 31 October 2003 11:40am
J. V. Fletcher Library

Members Present: Ginny Moore, Jane Hinckley, and Kaari Tari.

Space Needs Survey for Town Departments:

Members reviewed the information prepared by Bob Oliphant in response to the Space Needs Survey. The space allotted for archival storage should be checked against N. Kougeas' survey to ensure that the Library sorting room offers enough space for the Town's Archives. Facilities Studies from 1970, 1986 and 1994 were reviewed to see whether storage space and the need for a vault at town hall was addressed. G. Moore will look for a Hill Report that is mentioned in one of the Facilities Studies.

G. Moore will get the exact measurements of the book sorting room.

K. Tari will speak with the archivist in Concord to learn the dimensions of their Archives center.

Minutes of October 3, 2003

On a motion duly made and seconded, it was

VOTED 3 in favor, 0 opposed with 2 absent (Ellen Harde and Bob Oliphant):

To approve the minutes of October 3, 2003.

The meeting adjourned at 1:00pm.

Respectfully submitted,

Kaari Mai Tari
Clerk