



City of Gloucester
Records Management
Advisory Board

2019 DEC 23 PM 1:22
CITY CLERK
90 GLOUCESTER, MA

Minutes of the Meeting
November 12, 2019
12:15-2 PM

Location: City Archives
Basement (accessible)
City Hall
9 Dale Avenue
Gloucester, MA 01930

The meeting was called to order at 12:18PM.

In attendance: Jane Mead, Stephanie Buck, Peggy Calkins. Absent: Carol Kelly. Also in attendance: Judy Petersen.

1. The Minutes of the Meeting, October 8, 2019 were approved as read.
2. Reports of RMAB members:
 - a. Jane Mead reported that she had requested copies of any records retention guidance given to City agencies by the City Clerk's office – no reply.
 - b. Peggy Calkins reported on a conversation that she had had with City Clerk Joanne Senos:
 - i. Ms. Senos said that her office had used volunteers from the high school to help move file boxes in the past;
 - ii. During any effort to organize files in storage, someone from the City Clerk's office must be present;
 - iii. Due to the upcoming elections, all staff at the City Clerk's office would be very busy.

Based on limited availability of staff from the Clerk's office, the RMAB will postpone requesting volunteers for any heavy lifting.

- c. Stephanie Buck located 2014 reports by the Archives Committee to the Mayor and City Council regarding the status of City records at that time. The reports

are valuable and the RMAB needs to establish a location for records of its proceedings.

3. Invited Guest: Judy Peterson. Judy Peterson has worked for and, subsequent to her retirement, volunteered for the City Clerk's office for many years.
 - a. She has sorted and indexed both permanent City records and records of Special Permits issued by the City Council. Sorted boxes are stored in the post office basement and are marked in red on the outside. This effort ended several years ago when there were no longer any archival boxes available for storage;
 - b. City records used to be hand indexed and consistent records were kept. Since the records have been digitized, there is a lack of consistency across departments and over time, making it difficult to find needed records;
 - c. The Special Permits issued by the City Council lack consistent naming protocol – some are listed by address, by owner, by developer and so on. Judy had continued using an older handwritten ledger with cross indexing, but that ledger has disappeared. She recommends a consistent system of listing permits by map and lot number;
 - d. With regard to the post office basement storage, there is not a regular schedule for the shredding truck, which is arranged by the DPW. Departments have not sent supervisory personnel when the shredder is on site, so records are not necessarily shredded as scheduled;
 - e. It was noted that records are sometimes kept in departments other than what might be expected, for example, many Building Department permits are retained in the Assessor's Office. A project for the RMAB might be to cross index records locations.
4. The RMAB members suggested a system by which individual departments box up records in accordance with the Secretary of State's Municipal Records Retention Schedule and send them to the Archives Committee for sorting and indexing. The Archives Committee would then arrange for the indexed records to be transferred to the appropriate storage area. Stephanie Buck, representing the Archives Committee on the RMAB, will discuss the proposal with the Archives Committee at its next meeting.
5. In order to assist City departments with the development of simplified records retention schedules, the RMAB has requested department by department guidance if it is available. Judy suggested that such guidance is available on the City's G drive. James Pope of the City's IT Department has offered to set up RMAB member Carol Kelly with access to that drive.
6. In order to carry out the functions of the RMAB, the members will need to interact with various City departmental employees. The RMAB will ask Ms. Senos for the authority to work with appropriate City employees.
7. If approved to do so, Judy Peterson is willing to act as the City Clerk's office contact with the RMAB.
8. The meeting adjourned at 1:40PM.

Next regular meeting of the Board: December 10, 2019.