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City of Gloucester Records Management Advisory Board

Minutes of the Meeting
October 8, 2019
12:00-2:00PM

Location:
Gloucester City Hall
City Archives Room
9 Dale Ave
Gloucester, MA

The meeting was called to order at 12:05PM.

In attendance: Jane Mead, Stephanie Buck, Peggy Calkins. Absent: Carol Kelly

1. Minutes of the Meeting September 4, 2019 – approved with minor corrections.
2. Review of September 9, 2019 tour of City Records Storage, U.S. Post Office Basement. The members agreed that the draft report of the tour generally reflected their understanding of the matter of records storage. Some additional information is needed from the City Clerk's office before the report and its recommendations can be finalized and included in the minutes of a future RMAB meeting.
3. An inventory of the records stored in the P.O. Basement has been identified as a high priority by the City Clerk. The RMAB will assess the options for carrying out the physical labor involved in moving a large number of boxes. As many of the boxes are labeled in some fashion, it was suggested that the labels be listed in a data base as an initial inventory.
4. As records management is not generally a high-priority activity, the suggestion was made that a short training program for City departments be developed to explain the process that is required under State law. The RMAB will ascertain what records management guidance currently exists.
5. The meeting adjourned at 1:00PM.

Next regular meeting of the Board: Tuesday, November 12, 2019, 12:00PM