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City of Gloucester

Records Management
Advisory Board

Minutes of the Meeting
September 4, 2019
10:30AM-12:30PM

Location:
Gloucester City Hall
1st Floor Council Meeting Room
9 Dale Ave
Gloucester, MA

The meeting was called to order at 10:35AM.

In attendance: Jane Mead, Carol Kelly, Stephanie Buck, Peggy Calkins. Invited guest: Joanne Senos, City Clerk.

1. Jane Mead requested that Approval of the Minutes of the August 20, 2019 RMAB meeting be added to the agenda. Approved with no additions or corrections.
2. City Clerk Joanne Senos discussed the state of the City's records. Active records are generally stored in the department that has created and uses them. The basement of the U.S. Post Office, next to City Hall, has been divided into departmental storage areas where records are held for eventual disposition in accordance with the Secretary of State's schedule for retention and disposal records. There are additional City records stored in several locations around Gloucester. The City Clerk is responsible for the management of permanent City records, for providing storage space for departmental records but not for the management of departmental records. The SoS's retention and disposal schedule is long and complex, so not all employees are familiar with its requirements. The members discussed the possible roles and priorities for the RMAB with Ms. Senos. First priorities will be an inventory of the records held in the Post Office basement and a recommended plan to organize the space therein. The RMAB will tour the basement of the Post Office on Monday, September 9, 2019.
3. The RMAB members requested guidance from Ms. Senos regarding remote access to meetings. They were advised that remote access was allowed but any vote taken had to

be a roll call vote. Ms. Senos provided an excerpt from the MA Open Meeting Law regarding this matter.

4. Jane Mead requested a reconsideration of the Officers elected at the August 20, 2019 meeting. A motion was made by Jane Mead and seconded by Stephanie Buck that Jane and Carol be named co-Chairs with Jane Mead acting as Secretary if Carol is absent. Passed unanimously.
5. Carol Kelly described her meeting with James Pope, IT Director. They discussed the importance of having both digital and paper records of the City's Boards and Commissions. Mr. Pope will give members of the RMAB password protected access to the City's QuickBase system so the RMAB can create and manage its databases of City records as it carries out its charge. Carol will provide a written report of this meeting to be appended to the minutes of this meeting.
6. Carol Kelly will contact Jim Destino for a determination of the RMAB quorum requirement.
7. The members agreed to a regularly scheduled meeting from 12:00 to 2:00PM on the second Tuesday of the month in the offices of the City Archives in the basement of City Hall, 9 Dale Avenue, Gloucester, MA.

Next regular meeting of the Board: Tuesday, October 8, 2019, 12:00PM

The listing of matters are those reasonably anticipated which may be discussed at the next meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.