

TOWN OF ORFORD

Audio Recording of Selectboard Meetings policy

In order to ensure openness and access of Town government, the Orford Selectboard establishes the following policy relating to recording its meetings:

1. Except for non-public sessions entered into in accordance with RSA 91-A:3, the Town of Orford shall make audio recordings of all meetings and public hearings of the Orford Selectboard.
2. Audio recordings are to be maintained in accordance with the NH Municipal Records Board (NHMRB) rules established under RSA 33-A:3a. All audio recordings of Selectboard meetings shall be made available for public access, at the Orford Town Office during normal business hours, until the written version is approved.
3. Audio recordings of the Selectboard meetings shall be retained until the written version is approved by the Selectboard. (RSA 33-A:3a, LXXX)
4. Audio recordings of Selectboard meetings shall not be considered a part of the official minutes of any meeting.

Adopted by the Orford Board of Selectmen on this 12th day of June 2019

RSA 33-A Disposition of Municipal records

RSA 33-A:3-a Disposition and Retention Schedule

The municipal records identified below shall be retained, at a minimum, as follows:

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LXXX - Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.

...CLVI

Source. 2005, 187:3, eff. Aug. 29, 2005. 2006, 119:2-5, eff. May 12, 2006. 2010, 172:1-3, eff. Aug. 16, 2010; 191:1, eff. Aug. 20, 2010. 2012, 113:1, eff. May 31, 2012; 284:13, eff. Sept. 1, 2015. 2014, 319:1, eff. Sept. 30, 2014. 2015, 4:1, eff. July 4, 2015. 2017, 205:15, eff. Sept. 8, 2017. 2018, 247:1, 2, eff. Aug. 11, 2018.