



## **ORDINANCE**

### **REGARDING MINUTES OF MEETINGS OF PUBLIC BODIES TO BE KEPT AT CITY CLERK'S OFFICE**

### ***CITY OF NASHUA***

*In the Year Two Thousand and Five*

*The City of Nashua ordains* that Chapter 2 “Administration”, Article IV “Officers and Employees”, Division 3 “City Clerk” Section 2-206 “Records”, subsection (a) of the Nashua Revised Ordinances, as amended, is hereby further amended by adding the new underlined paragraph as follows:

**“Sec. 2-206. Records.**

(a) To the same extent as town clerks are required to do, unless otherwise prescribed by law or ordinance, the city clerk shall keep a record of:

...

(4) A copy of all minutes of all meetings of public bodies in the City of Nashua subject to NH RSA Chapter 91-A (“the Right-to-Know Law”), which will be forwarded to the city clerk by each public body.”

(d) The city clerk shall administer the records management program for the minutes of all public bodies and their subcommittees in the City of Nashua subject to NH RSA Chapter 91-A (the “Right-to-Know Law”). In this regard, the city clerk may, in consultation with corporate counsel:

- (1) Develop and circulate such instructions as may be necessary and proper to implement and maintain the proper management of public minutes;
- (2) Advise and assist City Divisions relative to the creation, management and retention of public minutes within each Division’s responsibility; and
- (3) Maintain a management system to track the public minutes.

(e) A copy of all minutes of all public bodies and their subcommittees in the City of Nashua subject to NH RSA Chapter 91-A (the “Right-to-Know Law”) shall be stored, and public access provided, as follows:

- (1) *Board of Assessors* minutes shall be managed by the **Assessing Department**;

- (2) *Board of Education and Joint Special School Building Committee* minutes shall be managed by the **Nashua School District**;
- (3) *Board of Fire Commissioners and SARA/Local Emergency Preparedness Committee* minutes shall be managed by the **Nashua Fire Department**;
- (4) *Board of Health and Childcare Advisory Committee* minutes shall be managed by the **Division of Public Health and Community Services**;
- (5) *Board of Public Works, Board of Public Works Pension Trustees, Mine Falls Park Advisory Committee, Mohawk Tannery Steering Committee, and Park & Recreation Advisory Committee* minutes shall be managed by the **Public Works Division**;
- (6) *Building Code/Board of Appeals, Business & Industrial Development Authority, Conservation Commission, Historic District Commission, Land Conservation Committee, Nashua Transit Advisory Committee, Planning Board, and Zoning Board of Adjustment* minutes shall be managed by the **Community Development Division**;
- (7) *Capital Reserve Equipment Fund* minutes shall be managed by the **Financial Services Division**;
- (8) *Edgewood Cemetery Trustee* minutes shall be managed by **Edgewood Cemetery**;
- (9) *Library Trustee* minutes shall be managed by the **Nashua Public Library**;
- (10) *Police Commission* minutes shall be managed by the **Nashua Police Department**;
- (11) *Woodlawn Cemetery Trustees* minutes shall be managed by **Woodlawn Cemetery**;
- (12) All minutes of all other public bodies in the City of Nashua, not listed above and covered by this section, shall be forwarded to the City Clerk.

(f) Division Directors shall establish and maintain an active, continuing program for the economical and efficient management of the minutes for all boards, commissions, or committees for which they are responsible for, as listed above, or for which the Division may become responsible for, by statute or ordinance. Division Directors shall, among other things:

- (1) Develop management controls for the creation, maintenance, and storage of minutes created in the normal course of business;
- (2) Ensure that retention schedules established under state statutes, state administrative rules, or city ordinances for minutes of public bodies shall be complied with;
- (3) Ensure protection of those minutes in their custody against natural or other disasters; and
- (4) Designate departmental records administrator(s) and alternate(s) to coordinate with the city clerk's office for:
  - i. Providing notice to the city clerk as to where the minutes are housed and who is to be contacted within the Division for access to those minutes;
  - ii. Processing public records requests; and
  - iii. Maintaining an inventory of minutes on file within the Division.

(g) Notwithstanding subsection (e), above, the city clerk may agree to accept custody of, and management for, the minutes of public bodies listed herein and currently managed by other Divisions or Departments, in accordance with transfer guidelines developed by the city clerk.