TOWN OF BROOKFIELD
MUNICIPAL RECORDS COMMITTEE
267 Wentworth Road | Brookfield, NH 03872
August 25, 2026

Call to Order: 5:00 PM

Minutes Approval: MRC Minutes June 23, 2026

Public Comments

Old Business:

I. Motion to acknowledge & confirm the MRC vote by email June 29, 2026

II. Minutes Project Update

A. MRC suggestions regarding agendas and drafts and approval of minutes

B. Rules of Procedure for departments/committees regarding minutes

III. Right to Know Procedure Update

New Business:

I. Retention of digital annual reports – how long should they be posted on website and maintained on the Archive server or shared server (Craig)

II. Retention and disposition for minutes of staff meetings.

III. Board of Selectmen survey

IV. Challenge to members – complete one departmental survey prior to October meeting.

The next meeting is October 27, 2026.

Adjournment: 6:00 PM