

TOWN OF NORTHFIELD
Policy on the Audio Recording of Selectboard Meetings
Revised May 5, 2015

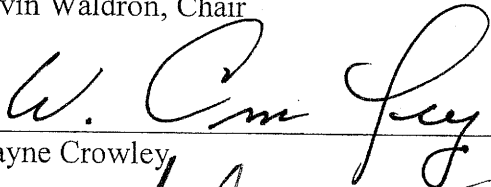
In accordance with the Town Meeting vote of March 17, 2012 and in order to ensure openness and access to Town government, the Northfield Selectboard establishes the following policy relating to recording its meetings:


1. Except for non-public sessions entered into in accordance with RSA 91-A:3, the Town of Northfield shall make audio recordings of all meetings and public hearings of the Northfield Selectboard.
2. Audio recordings of Selectboard meetings shall be posted on the Town of Northfield website as soon as practicable after the meeting, but in no case later than three business days after the meeting. Audio recordings shall remain posted on the Town of Northfield website for two months, provided storage space is available on the website for such.
3. All audio recordings of Selectboard meetings shall be made available for public access at Northfield Town Hall during normal business hours.
4. Audio recordings are to be maintained in accordance with the New Hampshire Municipal Records Board (NHMRB) rules established under RSA 33-A:3a, except that the audio recording shall be available on the town website for sixty days.
5. Audio recordings of Selectboard meetings shall be retained on the town server for two years, after which time they shall be destroyed.
6. Audio recordings of Selectboard meetings shall not be considered a part of the official minutes of any meeting.

IN WITNESS WHEREOF, this policy is approved and adopted this 5th day of May, 2015.

Northfield Selectboard

Kevin Waldron, Chair


Wayne Crowley


Robert Southworth