



TOWN OF DEERFIELD
Municipal Records Committee

Meeting Minutes January 4, 2024

Call to Order/Roll Call

Joanna called the meeting to order at 10:00 am. Joanna Waring, Kristine Robert, and Kelly Roberts were in attendance.

Survey

Reviewed draft survey and email prepared by Joanna to the various boards and committees asking for assessment information regarding their records, minutes, and documents. Wording was discussed and edited. Joanna will finalize and send the survey once it is complete.

Adjournment

Meeting adjourned at 11:00 am.

Next Meeting

February 5, 2024 at 10:00 am.

Minutes transcribed on 1/4/24 by,

Kelly Roberts

Clerk, Municipal Records Committee