

Public Records Policy

Abbott Library, Sunapee, NH

The library adheres to NH RSA 91-A:4 regarding public inspection of minutes and records.

Approved meeting minutes are available for review on the Town of Sunapee website and the Abbott Library website.

Exempt from disclosure are records which are privileged or required to be kept confidential by federal or state law.

MAINTENANCE OF RECORDS

- Library records shall be maintained in formats that provide reasonable access. Consideration will be given to document storage space constraints and available information technologies.
- Records except for Personnel and non-public meeting records shall be physically kept in the Library, or at off-site library storage. Such records shall be kept in a secure location with access limited to those who have business-related reasons to view them.
- Per RSA 91-A:2, meeting minutes, state reports, use statistics, committee reports, treasurer's reports, budgets and financial records are permanent records.
- Bank statements, bills, receipts and similar documents shall be maintained at the library for three years. Copies shall be made available to the Treasurer on a monthly basis. Financial recordkeeping programs and data shall be maintained by the Library Trustee Treasurer and/or Library Director.
- Past Capital campaign records shall be maintained at the Library in a secure location.
- Employee Records shall be maintained at the Town's Personnel Office and in a secure location in the library. Personnel files are confidential and can only be accessed by the employee, the Director and the Library Board of Trustees. Trustees' access to records, for specific purposes, shall be authorized by a vote of the Board of Trustees.
- Non-public library Board of Trustees meeting records that have been duly voted by 2/3 of members present to remain sealed, shall be maintained in a secure location.
- All e-mails sent to a majority of board members shall be copied to an e-mail account established by the Director. This e-mail account shall be monitored by the Director and e-mails shall be saved in compliance with New Hampshire laws.

Approved by the Abbott Library Board of Trustees - 15 June 2010

Revised and approved by the Abbott Library Board of Trustees -18 April 2019