



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

Meeting Type: **Organizational Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Tuesday, November 17, 2020**
Meeting Time: **11:00 a.m.**

1. CALL TO ORDER

Present: City Attorney Wyatt, City Clerk Mistretta, City Assessor Langley, and Treasurer Labonte.

City Attorney Wyatt moved to add Citizen's Forum to the Agenda; seconded by City Clerk Mistretta.

Vote: 4/0.

2. OVERVIEW OF CITY'S CODE AND STATUTORY OBLIGATIONS;

City Attorney Wyatt gave an overview of the membership, City Code, and statutory obligations regarding record retention to the members.

3. DISCUSSION OF WORK DONE IN PAST BY MUNICIPAL RECORDS COMMITTEE;

Treasurer Labonte was the only current member who had attended a previous meeting, and gave an overview to the members.

4. BUILD AGENDA FOR NEXT MEETING

City Attorney Wyatt discussed meeting with every department to discuss their record retention schedules and storage needs. He also discussed the requirement for an Annual Report to the City Council.

Members discussed meeting monthly until obligations are determined and then plan to meet quarterly thereafter. Due to the holidays there was consensus that the next meeting be held in January.

5. ADJOURN

City Attorney Wyatt moved to adjourn; seconded by City Clerk Mistretta.

Vote: 4/0