



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Committee Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Tuesday, February 23, 2021**
Meeting Time: **11:00 a.m.**

1. CALL TO ORDER

Joshua Wyatt, City Manager's designee, called to order this Municipal Records Committee meeting at 11:04 a.m.

Present: Members: Joshua Wyatt, City Attorney; Susan Mistretta, City Clerk; Donna Langley, City Assessor; and Julie Labonte, Treasurer

Non-Members: Chief Paul Haas, Jim Maxfield

2. **APPROVE MINUTES** from November 17, 2020. No changes or additions. Susan Mistretta moved to approve; Donna Langley seconded. Unanimous vote. 4-0.

3. **GENERAL DISCUSSION OF CITIZEN FORM** - No citizens present today.

4. DISCUSS/SCHEDULE CREATION OF RETENTION GUIDANCE FOR CITY DEPARTMENTS

Attorney Wyatt provided a background overview. The committee met for first time in many years in November of 2020 and opened discussions about department record retention. The following is discussions on where we left off. It seems that every department has its own software that they use specific for their department as well as their own retention systems.

Chief Haas spoke about the fire department having boxes and boxes of information and needs guidance on how to go about handling everything and making it all electronic or if it needs to be. The fire department recently had its system upgraded so everything is done electronically. He is inquiring on whether the older documents can and should be electronic.

Susan Mistretta commented that folders can be set up in the system – it would just need to be figured out where to put them. She also mentioned that anything scanned into the system needs to be converted to a PDF-A, not just a PDF. Also, any documents regarding a certain city property, the document could be added to TREENO and it would be forever attached to that property, and then the original could be destroyed. The ONLY EXEMPTION to destroying original documents is: Deeds or Easements regarding any city property, should be given to Susan and she will maintain the original.

Attorney Wyatt inquired whether the fire department had a list of the documents that are in paper form and suggested that Chief Haas have someone go through those boxes and make up a list or spreadsheet of what is in them so we have a general idea to be able to create a retention schedule for Fire/Rescue. Jim Maxfield inquired what the statute says about permits and if any specific type needs to be held forever. Emails were also discussed and whether or not they need to be saved and archived as well.

Attorney Wyatt asked the group if anyone was aware of the Secretary of State or NH Municipal Record Board retention process guidelines. He recalls they did an update a while



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back but can't find them anywhere. Susan Mistretta said she would look into it. Josh also suggested the committee should file an annual report to city council and get in the habit of doing this.

5. BUILD AGENDA

Next meeting will be discussing the new Fire/Rescue item

3. ADJOURN

Attorney Wyatt moved to adjourn. No objections.