



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Committee Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Tuesday, November 30, 2021**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER

Joshua Wyatt, City Manager's designee, called to order this Municipal Records Committee meeting at 1:00 p.m.

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

Non-Members: Fire Chief Paul Haas, Jim Maxfield, Building Official,
Annie Dove, IT Director

2. **APPROVE MINUTES** from February 23, 2021 meeting. With change of "town" to "city", Donna Langley moved to approve; Julie Labonte seconded. Unanimous vote. 3-0.
3. **GENERAL DISCUSSION OF CITIZEN FORM** - No citizens present.
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 last Fall and opened discussions about record retention schedules for each department in the city. At that time, the committee decided to start with creating a retention schedule for the Fire/Rescue Department. Attorney Wyatt has compiled an initial draft of a retention schedule for feedback from members and non-members present.

Attorney Wyatt proceeded to explain the draft retention schedule, the columns included, the significance of the "cf" citation, and the prefatory notes at the front of the schedule. Attorney Wyatt noted that he needed more information on certain documents to identify the retention period and other information.

Jim Maxfield indicated that he likes the table format design, which is easy to understand. He did have questions as to what backup documents should also be retained along with original letters that are sent out or received. It was suggested to keep whatever backup that comes in with the original document in the same file. IT Director Annie Dove mentions that IT has an older retention schedule that has additional columns on it that may be helpful to the new one that Attorney Wyatt has drafted.

The discussion then turned to what the City's code states about destroying documents and mentions that the City Clerk must be involved in order to destroy records. More research on this needs to be done discussed since the City Clerk could not be present for every department who wants to destroy records, which is too time consuming (for example, spam emails are deleted every day).

Attorney Wyatt asked where to draw the line on general day-to-day PDF saving/retention of documents. It was suggested that PDF-A should be used for permanent records that cannot



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Committee Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Tuesday, November 30, 2021**
Meeting Time: **1:00 p.m.**

be destroyed and native file format for everything else, which may form part of the final retention schedule under review.

Discussion of how long documents should be held was brought up. Consensus seemed to converge around 10 years (unless applicable law requires otherwise) and then it can be destroyed/shredded.

Jim Maxfield raised whether or not E-911 information should have its own category or be listed under General Correspondence. Attorney Wyatt is going to check to see if 911 has its own statute on retention. Chief Haas asked whether there will be space issues on servers if documents have to be kept longer. Annie Dove said no issues as of right now on space issues, and servers go back as far as 1997. There are two onsite servers and one office site server that uses tape.

Annie Dove brought up that it should be noted somewhere that departments should not be saving documents to specific drives like the c:/ . There as an incident that documents were saved to a drive, not in PDF form and were corrupted and lost because they did not get backed up properly. Attorney Wyatt pointed out that retention schedule should not only address what to save, how, and for how long, but also where to save electronic documents so they are backed up on a server.

Attorney Wyatt asked for more clarification from Chief Haas on reducing records types and putting under one category. Chief Haas provided further information and pointed out that the three EMS forms listed on the schedule, now fall under the Patient Care Reports, and could be removed from the list, but asked what do they do with the older paper documents they have on file now? Consensus seems to be that anything 10 years old or older should be destroyed/shredded, if allowed by applicable law. Chief Haas asked if this project (shredding) can be started now, but Attorney Wyatt suggested waiting until final version of the schedule is approved. Attorney Wyatt to attempt to cover this in next version of the draft retention schedule under review.

Attorney Wyatt raised that part of the committee's duties is to file an annual report to the City Council indicating updates of activities. Attorney Wyatt proposed that he draft a letter to City Council reporting that meetings have resumed, the committee is actively working on a Fire/Rescue Retention Schedule, and that it hopes to do same for other all departments, etc. Members agreed to that approach. Attorney Wyatt will draft and issue.

5. BUILD AGENDA

Next meeting (to be scheduled mid/end of December) will be the continued discussion of the new Fire/Rescue Retention Schedule



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Committee Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Tuesday, November 30, 2021**
Meeting Time: **1:00 p.m.**

6. ADJOURN

Attorney Wyatt moved to adjourn. No objections. Meeting ended at 1:48 pm.