



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Monday, December 20, 2021**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER

City Attorney Wyatt called the meeting order at 1:05 pm.

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

Absent: City Assessor Langley.

Also Present: Fire Chief Haas, Building Official Maxfield, and IT Director Dove

2. APPROVAL OF MINUTES – November 30, 2021

City Clerk Mistretta moved to approve the Minutes as presented; seconded by City Treasurer Labonte.

Vote: 3/0.

3. CITIZENS FORUM

City Attorney Wyatt, seeing no one wishing to speak, closed the Citizen's Forum.

4. REVIEW AND CONTINUE DISCUSSION OF DRAFT DOCUMENT RETENTION SCHEDULE FOR FIRE/RESCUE DEPARTMENT

City Attorney Wyatt started a discussion regarding the updated draft Document Retention Schedule and Disposition Schedule.

The Committee discussed a citywide email or notice from the City Clerk regarding which emails, Word and other files that can be deleted. ie. SPAM, personal emails, and information that is "as needed for reference" that is no longer needed.

IT Director Dove started a discussion regarding storing information in a .pdf/a format and storing information in the Cloud. She discussed the need for IT systems vendors' contracts to include a record retention policy for City files.

Chief Haas referred back to the schedule, page 5, and discussed duplicate information for patient care forms, which are now all on one form.

A review of the table of retained records showed possible duplications with Human Resource's records.

IT Director Dove cautioned against using a drop box, such as OneDrive, Google Drive, or just backup files as the archived files.



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City Attorney Wyatt said it was the intent of the City Manager to make this template for a retention schedule part of the Administrative Regulations.

5. BUILD AGENDA FOR NEXT MEETING

City Attorney Wyatt said he will redraft the schedule for the next meeting. He said he was looking to schedule the next meeting in January during the week of the 24th.

6. ADJOURN

City Clerk Mistretta moved to adjourn; seconded by City Treasurer Labonte.
Vote: 3/0.

Document Retention Schedule and Disposition Schedule has been archived with the minutes.