



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, February 2, 2022**
Meeting Time: **11:00 a.m.**

1. CALL TO ORDER

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

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

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

2. APPROVAL OF MINUTES – December 20, 2021

City Clerk Mistretta moved to approve the Minutes; seconded by City Assessor Langley.

Vote: 4/0

3. PUBLIC FORUM

4. ADOPTION OF PROCEDURAL RULES

City Clerk Mistretta moved to adopt the Procedural Rules; seconded by City Assessor Langley.

Vote: 4/0.

5. REVIEW, CONTINUE DISCUSSION, AND POTENTIALLY VOTE ON ADOPTION OF DOCUMENT RETENTION AND DISPOSITION SCHEDULE FOR FIRE/RESCUE DEPARTMENT

City Attorney Wyatt went over the recent changes made to the Document Retention and Disposition Schedule for Fire/Rescue Department.

Interim Fire Chief McShane asked for additional time to review as he just came on board.

Building Official Maxfield started a discussion about who owned a document when several departments are involved, and the need to determine who is the authoritative owner.

6. BUILD AGENDA FOR NEXT MEETING

Plan to meet in March to adopt schedule

Determine next department to review.

7. ADJOURN

City Attorney Wyatt adjourned the meeting.