



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Thursday, October 6, 2022**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER

City Attorney Wyatt called the meeting to order at 1:00 pm.

2. ROLL CALL ATTENDANCE

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

3. APPROVAL OF MINUTES – February 2, 2022

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

Vote: 4/0.

4. PUBLIC FORUM

Seeing no one present wishing to speak Public Forum was closed.

5. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2022

City Clerk Mistretta gave an overview of the process for document destruction.

Committee agreed to start the process and review completed document logs of items proposed to be destroyed at the next meeting.

6. BUILD AGENDA FOR NEXT MEETING

Committee proposed to meet in one month to review the following:

Document logs of records to be destroyed.

Policy for Fire Department.

7. ADJOURN

City Clerk Mistretta moved to adjourn; seconded by City Assessor Langley.

Vote: 4/0.