



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Monday, February 13, 2023**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER

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

2. ROLL CALL ATTENDANCE

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

3. APPROVAL OF MINUTES – October 10, 2022

City Treasurer Labonte moved to approve the Minutes; seconded by City Assessor Langley.
Vote: 4/0.

4. PUBLIC FORUM

City Attorney Wyatt, seeing no one wishing to speak, closed the Public Forum.

5. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2023:

- Document logs of records to be destroyed

City Clerk Mistretta gave an overview to the Committee regarding the records to be destroyed. City Attorney Wyatt asked that we receive a verification letter, stating the documents are being destroyed according to NH State Record Retention Law, from each Department Head having records destroyed.

City Assessor Langley moved to accept the proposed document destruction policy for 2023; seconded by City Treasurer Labonte.
Vote: 4/0.

6. OTHER ITEMS

City Attorney Wyatt discussed writing the annual report for the City Council.

7. BUILD AGENDA FOR NEXT MEETING

The Committee discussed working on the record retention policy with departments.

8. ADJOURN

City Treasurer Labonte moved to adjourn; seconded by City Assessor Langley.



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