



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Monday, March 27, 2023**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER

Meeting was called to order at 1:10 pm.

2. ROLL CALL ATTENDANCE

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

Absent: Representative from the Fire Department

3. APPROVAL OF MINUTES – February 13, 2023

City Treasurer Labonte moved to approve the Minutes; seconded by City Assessor Langley.

4. PUBLIC FORUM

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

5. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2023:

- Fire Dept. Record Retention Schedule

City Attorney Wyatt asked if there were any objections to postponing the vote until he had a chance to consult with Fire Chief McShane regarding the Fire Department Record Retention Schedule.

No one expressed any opposition to this suggestion.

6. OTHER ITEMS

The Committee discussed the next department to review.

7. BUILD AGENDA FOR NEXT MEETING

8. ADJOURN

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

Vote: 4/0.