



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, February 21, 2024**
Meeting Time: **11:00 a.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL ATTENDANCE**
- 3. APPROVAL OF MINUTES – November 29, 2023**
- 4. PUBLIC FORUM**
- 5. COMMUNITY SERVICES RETENTION/DISPOSITION SCHEDULE**
 - a. Kickoff of process**
- 6. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2024:**
 - a. Interim guidance for archived document retention/disposition (other than transient day-to-day retention/shredding)**
- 7. GENERAL DISCUSSION**
 - a. Use of thumb drives for electronic record storage**
 - b. Use of Dropbox or other subscription services for storage**
- 8. BUILD AGENDA FOR NEXT MEETING**
- 9. ADJOURN**