

CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

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

Joshua Wyatt called the meeting to order at 11:09 AM.

2. ROLL CALL ATTENDANCE

Present: Julie Labonte, Treasurer; Jerrica Vansylyvong-Bizier, City Clerk; Joshua Wyatt, City Attorney; Donna Langley, City Assessor

Also Present: John Storer, Community Services Director; Cheryl Dwyer, Administrative Assistant

3. APPROVAL OF MINUTES – November 29, 2023

Donna Langley motioned to approve the November 29, 2023 minutes, seconded by Julie Labonte. Vote 4-0.

4. PUBLIC FORUM

No citizens present at the meeting.

5. COMMUNITY SERVICES RETENTION/DISPOSITION SCHEDULE

a. Kickoff of process

Joshua Wyatt explained the reason and process for a retention and disposition schedule. Community Services will provide an inventory of the type of documents they currently have.

6. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2024:

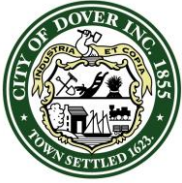
a. Interim guidance for archived document retention/disposition (other than transient day-to-day retention/shredding)

Jerrica Vansylyvong-Bizier will reach out department heads about document shredding.

7. GENERAL DISCUSSION

a. Use of thumb drives for electronic record storage

Joshua Wyatt discussed the use of thumb drives for record storage, and provided guidance on the use of them.



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b. Use of Dropbox or other subscription services for storage

8. BUILD AGENDA FOR NEXT MEETING

It was discussed for the next meeting the committee will discuss Community Services inventory and the responses from department heads in reference to shredding.

9. ADJOURN

Julie Labonte motioned to adjourn, seconded by Donna Langley. Vote 4-0.