



**CITY OF DOVER**

## MUNICIPAL RECORDS COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**  
Meeting Location: **City Hall, Council Conference Room**  
Meeting Date: **Wednesday, November 29, 2023**  
Meeting Time: **11:00 AM**

### 1. CALL TO ORDER

City Attorney Joshua Wyatt called the meeting to order at 11:10 AM.

### 2. ROLL CALL ATTENDANCE

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

### 3. APPROVAL OF MINUTES – APRIL 10, 2023

Donna Langley made a motion to approve the April 10, 2023 minutes, seconded by Julie Labonte, all in favor – aye.

### 4. CITIZENS FORUM

No citizens present at the meeting.

### 5. YEAR-END REPORT

All members agreed to Joshua Wyatt drafting a letter to the council for year-end report summarizing activities of the committee.

### 6. GENERAL DISCUSSION

Joshua Wyatt discussed which department should be addressed next for document retention and disposable schedule. It was agreed that the next department will be Community Services.

### 7. BUILD AGENDA FOR NEXT MEETING

It was discussed the next meeting will be in February 2024. Topics will include: interim guidance for document destruction and how often bulk shredding will take place.

### 8. ADJOURN

Julie Labonte made a motion to adjourn, seconded by Donna Langley. All in favor.