



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Tuesday, June 25, 2024**
Meeting Time: **1:00 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL ATTENDANCE**
- 3. APPROVAL OF MINUTES – May 15, 2024**
- 4. PUBLIC FORUM**
- 5. CHECK IN WITH WATER & SEWER DEPARTMENT RE: QUESTIONS**
- 6. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2024:**
 - a. Interim water/sewer billing guidance for archived document retention/disposition (other than transient day-to-day retention/shredding)—questions attached**
- 7. GENERAL DISCUSSION**
- 8. BUILD AGENDA FOR NEXT MEETING**
- 9. ADJOURN**



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Questions on retention relative to Water & Sewer Billing: (If any of the following need to be kept, please let us know for how long)

1. One of the utility billing clerks used to post water/sewer payments, can we shred that payment batch paperwork or do we need to keep it for a certain amount of time?
2. Customer abatements, can those be shredded?
3. Monthly, quarterly, daily miscellaneous and annual billing, how long does that need to be kept?
4. Returned mail, how long does that need to be kept or does it?
5. Old lien paperwork, how long does that need to be kept, or does it?
6. Current lien paperwork, how long does that need to be kept, or does it?
7. Work cards that we used to use for all types of appointments, how long do they need to be kept, or do they at all?
8. Investment fee invoices and copies of checks after they have been paid, how long do we need to keep those or at all?