

CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

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

Attorney Wyatt called the meeting to order at 1:07 PM.

2. ROLL CALL ATTENDANCE

Present: Attorney Wyatt, City Clerk Vansylyvong-Bizier, City Assessor Langley, and City Treasurer Labonte

3. APPROVAL OF MINUTES – May 15, 2024

Assessor Langley motioned to approve the minutes, seconded by Treasurer Labonte. U/A.

4. PUBLIC FORUM

None.

5. CHECK IN WITH WATER & SEWER DEPARTMENT RE: QUESTIONS

See attached.

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

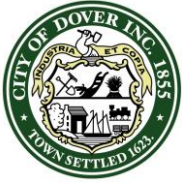
None.

8. BUILD AGENDA FOR NEXT MEETING

Next meeting is set for September 12th at 1 pm to go over Community Services retention/disposition schedule.

9. ADJOURN

Treasurer Labonte motioned to adjourn, seconded by Assessor Langley. U/A.



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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?

7 years unless ongoing billing dispute.

2. Customer abatements, can those be shredded?

5 years per state statute RSA 33:3-A:3-a, I

3. Monthly, quarterly, daily miscellaneous and annual billing, how long does that need to be kept?

7 years to stay consistent with city finance office, unless there is an ongoing billing dispute.

4. Returned mail, how long does that need to be kept or does it?

At least 7 years.

5. Old lien paperwork, how long does that need to be kept, or does it?

7 years after release of lien.

6. Current lien paperwork, how long does that need to be kept, or does it?

Indefinitely until released, after release – 7 years.

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?

7 years.

8. Investment fee invoices and copies of checks after they have been paid, how long do we need to keep those or at all?

7 years.