



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Monday, June 30, 2025**
Meeting Time: **1:00 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL ATTENDANCE**
- 3. APPROVAL OF MINUTES – May 15, 2024 (June/Sept meetings were cancelled)**
- 4. PUBLIC FORUM**
- 5. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2025:**
 - a. Interim water/sewer billing guidance for archived document retention/disposition (other than transient day-to-day retention/shredding – questions attached)**
 - b. Record Keeping Statute (RSA-33-A) specifically relating to City Clerk’s office retention of hardcopies of minutes for Council regular and NP meetings**
- 6. GENERAL DISCUSSION**
 - a. Update for Community Services Retention/Disposition Schedule (scheduled to meet with John Storer in August-TBD)**
- 7. BUILD AGENDA FOR NEXT MEETING**
- 8. ADJOURN**