



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Conference Room**
Meeting Date: **Wednesday, May 15, 2024**
Meeting Time: **11:00 a.m.**

1. CALL TO ORDER

Attorney Wyatt called the meeting to order at 11:05 AM

2. ROLL CALL ATTENDANCE

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

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

3. APPROVAL OF MINUTES – February 21, 2024

Assessor Langley motioned for approval, seconded by Treasurer Labonte. Vote: 4-0.

4. PUBLIC FORUM

No citizens present at the meeting.

5. COMMUNITY SERVICES RETENTION/DISPOSITION SCHEDULE

Director Storer and Administrative Assistant Dwyer provided lists from each of their departments cataloging what is being stored at each facility. It was decided they will compile all of the lists into one spreadsheet for a meeting in September.

6. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2024:

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

City Clerk Vansylyvong-Bizier provided a list to the Committee of each department and what they would be shredding. We will be meeting with Water/Sewer in June to go over their list of questions presented to the Committee.

7. GENERAL DISCUSSION

None.

8. BUILD AGENDA FOR NEXT MEETING

The Committee agreed to a meeting in June with Water/Sewer regarding questions on what they can destroy and their retention. The Committee discussed a meeting in



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September to follow up with Community Services and continue the process of creating a retention/disposition schedule.

9. ADJOURN

City Clerk Vansylyvong-Bizier motioned to adjourn, seconded by Treasurer Labonte.
Vote: 4-0.