



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

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

1. CALL TO ORDER/ATTENDANCE

Acting City Attorney Perez called the meeting to order at 1:07 p.m.

2. ATTENDANCE

Present: Acting City Attorney Jennifer Perez, City Clerk Jerrica Vanslyvong-Bizier, City Assessor Donna Langley, City Treasurer Julie Labonte and Legal Assistant Patty Moniello.

Also Present: Jamie McCulloch, Office Manager, Water & Sewer.

3. APPROVAL OF PRIOR MEETING MINUTES –

- May 15, 2024

City Assessor Langley moved to approve minutes; seconded by City Treasurer Labonte.
All in favor.

4. PUBLIC FORUM

No citizens or members of the public present for public forum.

5. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2025:

- Interim water/sewer billing guidance for archived document retention/disposition (other than transient day-to-day retention/shredding – questions attached)**

The Committee discussed in detail each of the eight questions that Ms. McCulloch had inquired about as follows:

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?
Until audited plus one year (but keep longer if any pending dispute or abatement is ongoing).
2. Can we shred customer abatements?
Five (5) years.
3. How long does Monthly, quarterly, daily miscellaneous and annual billing need to be kept?
Seven (7) years
4. How long should we keep returned mail?
Seven (7) years



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5. How long should we keep old lien paperwork?
Permanently.
6. How long should we keep current lien paperwork?
Permanently.
7. Do we need to keep Work Cards that we used to use for all types of appointments?
One (1) year, but keep longer if any pending dispute is ongoing.
8. After they have been paid, how long do we need to keep Investment Fee Invoices and Copies of Checks?
Two (2) years.

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

City Clerk said the current practice is to scan minutes into the system and she does not print anything out. She wanted to know if she should be printing these out and if so, how long should they be kept. Acting City Attorney Perez stated that about a year ago there was a question that came up at City Council regarding sealed minutes being held ten (10) years and then destroyed. Prior discussion was that the Committee needed to determine the length of how long to keep. Acting City Attorney Perez said she would research this topic and bring a finding to the group at the next meeting, but does not think there is any type of requirement to print out minutes.

6. GENERAL DISCUSSIONS

a. Update for Community Services/Retention/Disposition Schedule

A meeting is scheduled for September 16, 2025 at 1 p.m.

7. BUILD AGENDA FOR NEXT MEETING

September 16, 2025 will be next meeting to discuss with Community Services Department their proposed retention schedule and follow up answer for City Clerk on minutes question.

8. ADJOURN

No further questions. Acting City Attorney moved to adjourn - seconded by City Clerk Vanslyvong-Bizier. All in favor.

Meeting adjourned at 1:28 p.m.