

CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, City Council Conference Room**
Meeting Date: **Wednesday, June 25, 2026**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER/ATTENDANCE

Deputy City Attorney Perez called the meeting to order at 1:06 p.m.

2. ATTENDANCE

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

Also Present: John Storer, Director of Community Services and Cheryl Dwyer, Administrative Assistant, Community Services.

3. APPROVAL OF PRIOR MEETING MINUTES –

- December 16, 2025

City Clerk Vansylyvong-Bizier 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 2026/2027:

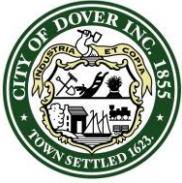
a. Community Services Retention/Disposition Schedule

Patty Moniello and Cheryl Dwyer gave an overview of multiple discussions including an on-site meeting they had on how to move forward with updates to the Retention/Disposition Schedule since the last committee meeting.

The Committee, along with Director Storer, have reviewed the updated schedule and have gone through it line by line with further changes, updates and omissions to be made. Patty Moniello will make the revisions and forward to Cheryl Dwyer to review before bringing it back to the committee in September for a final review and approval.

6. GENERAL DISCUSSIONS

Attorney Perez indicated that at the next meeting the Committee needs to discuss breaking down the formally approved Fire Department Retention/Disposition Schedule. In 2023, the Inspection Services Department was under the umbrella of the Fire



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Department. Since then, Inspection Services is now a part of the Planning Department and it was determined they should have their own Schedule and not be caught under the umbrella of any given department. Patty Moniello will create a draft and distribute at the next meeting in September

7. BUILD AGENDA FOR NEXT MEETING

Thursday, September 17, 2026 will be next meeting to discuss final Retention/Disposition Schedule with Community Services Department.

8. ADJOURN

No further questions. Deputy City Attorney Perez asked for motion to adjourn – City Assessor Langley moved to adjourn; seconded by City Clerk Vansylvong-Bizier. All in favor.

Meeting adjourned at 1:53 p.m.