

CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Tuesday, December 16, 2025**
Meeting Time: **12:00 p.m.**

1. CALL TO ORDER/ATTENDANCE

Acting City Attorney Perez called the meeting to order at 12:17 p.m.

2. ATTENDANCE

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

Also Present: Cheryl Dwyer, Administrative Assistant, Community Services.

3. APPROVAL OF PRIOR MEETING MINUTES –

- July 1, 2025

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

4. PUBLIC FORUM

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

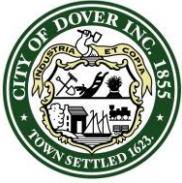
5. PROPOSED DOCUMENT DESTRUCTION IN CALENDAR YEAR 2025/2026:

a. Community Services Retention/Disposition Schedule

Cheryl Dwyer gave each member copies of a draft Retention Schedule that she has created for each of the departments within Community Services and is asking for direction on how to move forward. The Committee reviewed the documents and went through each category while referencing the Record Keeping Statute (RSA-33-A), made notes on what could be shredded right away and what would need to be kept and for how long. Cheryl needs to double back with some of the supervisors with questions for specific entries.

It was determined that any type of minutes entered into Treeno should be saved as a PDF-A file. Per Section 33-A:5a, the Committee approves discarding/shredding of any paper copies of minutes.

Director John Storer asked Cheryl to check with the Committee regarding old Work Order/Complaint cards dating back well into the 1980's and whether these can be destroyed now. Any cards older 2020 (or the appeal period) may be shredded and destroyed per the Committee.



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Patty Moniello will work with Cheryl in getting all of this information into a template form for a follow up meeting with John Storer.

City Clerk, Jerrica Vansylyvong-Bizier, indicated that she would like to schedule a Spring Shredding Day in the beginning of April 2026.

6. GENERAL DISCUSSIONS

None

7. BUILD AGENDA FOR NEXT MEETING

Tuesday, April 10, 2026 will be next meeting to discuss with Community Services Department their proposed retention schedule.

8. ADJOURN

No further questions. Acting City Attorney asked for motion to adjourn – City Treasurer Labonte moved to adjourn; seconded by City Clerk Vansylyvong-Bizier. All in favor.

Meeting adjourned at 1:06 p.m.