

TOWN OF EAST MONTPELIER RECORDS MANAGEMENT POLICY

I. PURPOSE

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Town of East Montpelier employees conform to and are aware of those mandates.

II. SCOPE

All Town of East Montpelier records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

III. POLICY STATEMENT

It is the policy of the Town of East Montpelier to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”). All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of the Town of East Montpelier business, shall be managed in accordance with the East Montpelier Record Retention Schedule.

IV. UNIFORM LAWS, STANDARDS, AND PROCEDURES

The following documents were taken into account when this policy was formed:

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
<https://www.sec.state.vt.us/media/27740/PublicRecordsLaw.pdf>
- b. 3 V.S.A. § 117: Vermont State Archives and Records Administration
<http://legislature.vermont.gov/statutes/section/03/005/00117>
- c. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- d. Archives and Records Management Handbook <https://www.sec.state.vt.us/archives-records/records-management/handbook.aspx>

V. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration’s General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances the Vermont State Archives & Records Administration has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

VI. EAST MONTPELIER RECORD RETENTION SCHEDULE

The Town of East Montpelier will maintain a Records Retention Schedule for the management of public records in the possession of the town. The listed retention period for each category of records shall meet or exceed the retention period mandated by the applicable GRS or DO. The East Montpelier Selectboard shall regularly review the Records Retention Schedule and amend as necessary.

VII. RECORDS MANAGEMENT GUIDELINES

On an annual basis beginning in July 2018 and every July thereafter, the Town of East Montpelier will dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule provided that:

1. The record has been authorized for destruction through a GRS or DO; and
2. The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.

Records not yet covered by a GRS or DO will not be destroyed, and will be retained by the Town of East Montpelier.

At the conclusion of the annual records disposal project the East Montpelier Town Clerk shall craft a report for presentation to the East Montpelier Selectboard documenting the records disposal effort and recommending, if warranted, amendments to the Records Retention Schedule or this policy.

The Vermont State Archives & Records Administration has defined the term “permanent retention” as meaning until the State of Vermont no longer exists.

The term “audit” is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town of East Montpelier to transfer files to future file formats.

To bring the Town of East Montpelier into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in July 2018.

This Policy supplants any Town of East Montpelier Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The foregoing Policy is hereby adopted by the Selectboard of the Town of East Montpelier, VT, this ____ day of _____ and is effective as of this date until amended or repealed.

Seth Gardner, Chair

Carl Etnier

Amy Willis

Kim Swasey

Gene Troia

APPENDIX: REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and Vermont State Archives & Records Administration, and the Environmental Protection Agency.

- Agency Specific Schedule for Municipal Clerks
https://www.sec.state.vt.us/media/852606/municipalclerks_approvedrecordschedule.pdf
- DO-9771 All Municipal Treasurers
https://www.sec.state.vt.us/media/458869/DO_MunicipalTreasurers.pdf
- Disposition Orders for Town/City Clerks
https://www.sec.state.vt.us/media/842047/do_towncityclerks.pdf
- GRS-1000.1000 Transitory Records
https://www.sec.state.vt.us/media/66866/GRS-10001000_TransitoryRecords.pdf
- GRS-1000.1002 Accounting Records
https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf
- GRS-1000.1102 Administrative Policy
https://www.sec.state.vt.us/media/66911/GRS-10001102_Administrating.pdf
- GRS-1000.1103 Operational/Managerial Records
https://www.sec.state.vt.us/media/66878/GRS-10001103_Managing.pdf
- GRS-1009-1103 Payroll Management Records
https://www.sec.state.vt.us/media/66875/GRS-10091103_PayrollRecords.pdf
- GRS-1254.1114 Land Acquisition Records
https://www.sec.state.vt.us/media/66860/GRS_StateLands.pdf
- GRS-1304.1103 Personnel Files
https://www.sec.state.vt.us/media/66872/GRS-13041103_ManagingEmployees.pdf
- GRS-1601-1119 Infrastructure Construction Records
https://www.sec.state.vt.us/media/790793/grs_infrastructure.pdf
- Environmental Protection Agency, 40 CFR, Part 141.33, Subpart D, Record Maintenance
<https://www.gpo.gov/fdsys/pkg/CFR-2011-title40-vol23/pdf/CFR-2011-title40-vol23-sec141-33.pdf>