

TOWN OF EAST MONTPELIER RECORDS RETENTION PLAN

Record Type	Location of Record	Schedule	General Record Schedule or Disposal Order #	Minimum Retention	Town of East Montpelier Retention	Disposal Method
UCC Filings	Vault	State Statute	9A V.S.A. Art. 9	Retain until expired (6 years + 2 months) or superseded	<b>Follow State Statute</b>	Shred
Mileage (Highway) of Town, Annual Certificate	Miscellaneous file cabinets	Disposition Order	D.O. 009816.006	6 years if recorded	<b>6 years</b>	Recycle
Fish & Game Applications, Used	Vault	Disposition Order	D.O. 009817.036	3 years	<b>3 years</b>	Recycle
Fish & Game Receipts (reports to Commissioner)	Vault	Disposition Order	D.O. 009817.037	2 years	<b>2 years</b>	Recycle
Insurance Policies (Liability)	Miscellaneous file cabinets	Disposition Order	D.O. 009818.049	6 years if no claim pending	<b>6 years if no claim pending</b>	Recycle
Liquor Licenses and applications	Vault	Disposition Order	D.O. 009818.051	5 years	<b>5 years</b>	Recycle
Marriage Stubs	Vault	Disposition Order	D.O. 009818.060	2 years	<b>2 years</b>	Recycle
Posted Land - Annual Certificate	Vault	Disposition Order	D.O. 009819.074	2 years	<b>2 years plus current year</b>	Recycle
Business Names by Corporations, Persons, Partnerships and Associations, Registration and Re-registration	Vault	Disposition Order	D.O. 009820.086	Until superseded or business ceases	<b>Until superseded or business ceases</b>	Recycle
Excess Weight Permits	Vault	Disposition Order	D.O. 009821.107	2 years	<b>2 years plus current year</b>	Recycle
School Registers (excludes source material)	Safe in conference room	Disposition Order	D.O. 009860.001	Permanent	<b>Permanent</b>	N/A
Electronic Files	Town-owned computers	Various	Electronic items will follow the GRS of the paper item	Various	<b>Various</b>	Destroy per IT recommendation
Public Records Requests	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.139	Until obsolete	<b>Follow State GRS, unless substantive - then 1 year</b>	Recycle

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Correspondence, Routine	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.28	Until obsolete	<b>1 year</b>	Recycle
Green Mountain Passports	Vault	Transitory Records GRS 1000.1000	GRS 1000.1000.28	At clerk's discretion - non-record material	<b>1 year</b>	Recycle
Electronic backups, including cassette tapes, floppy disks and compact discs	Vault and storage boxes	Transitory Records GRS 1000.1000	GRS 1000.1000.60	Until obsolete	<b>Follow State GRS</b>	Destroy per IT recommendation
Notes	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.60	Until obsolete	<b>Follow State GRS</b>	Recycle
Publications	Miscellaneous files	Transitory Records GRS 1000.1000	GRS 1000.1000.74	Until obsolete	<b>Follow State GRS</b>	Recycle
Reference Sources	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.80	Until obsolete	<b>Follow State GRS</b>	Recycle
Invoices	Financial files	Accounting Records 1000.1002	GRS 1000.1002.49	Until audit complete	<b>3 years after audit complete</b>	Recycle
Audits	Vault	Audit Records GRS 1000.1007	GRS 1000.1007.144	Retain until expired plus 3 years	<b>Current year plus 3 years</b>	Recycle
Budget reports	Financial files	Budget Records GRS 1000.1012	GRS 1000.1012.144	End of fiscal year plus 3 years	<b>3 years after audit complete</b>	Recycle
Town Report	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.144	Permanent	<b>Permanent + bind 1 copy</b>	N/A
Grant documentation, not of significant administrative value	Grant files	Administrative Policy Records 1000.1102	GRS 1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer	<b>Follow State GRS</b>	Recycle
Calendar of meetings	Town website	Administrative Policy Records 1000.1102	GRS 1000.1102.19	end of calendar year plus 1 year	<b>Follow State GRS</b>	Delete from website
Agendas	Town website	Administrative Policy Records 1000.1102	GRS 1000.1102.4	If minutes reflect the agenda, end of calendar year plus one year	<b>Follow State GRS</b>	Delete from website
Notices, routine (for regular or special meetings)	Town website and/or town bulletin board	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	<b>Follow state GRS</b>	Recycle/delete from website

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Notices, substantive (for public hearings, adoption of ordinances, etc.)	Board and committee files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	Permanent	Record with minutes
drafts of ordinances/plans submitted to public review	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	N/A
Land Records	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	permanent	Permanent	N/A
Minutes of any board or committee	Minute books	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	N/A
Wastewater Permits	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	N/A
Zoning Permits	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	N/A
Town Plan	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	Record in town record book and put a copy in the archival files
Town Plan, drafts and record of adoption	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	Archival files in vault
Policies	Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years	Follow state GRS	File or recycle
Procedures, enacted by Selectboard	Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years	Follow state GRS	File or recycle
Studies	Miscellaneous file cabinets	Administrative Policy Records 1000.1103	GRS 1000.1103.116	Retain until completed/closed plus three years	Follow State GRS	Archival files in vault
Drafts of internal documents not requiring public review	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.37	Until obsolete	Follow state GRS	Recycle
Procedures, Town Clerk	Procedures book	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.73	Superseded plus 3 years	Follow state GRS	File or recycle
Reference Sources	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.80	Until obsolete	Follow state GRS	Recycle
Spreadsheets-bid comparisons	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.104	Expired plus 3 years	Follow State GRS	Recycle

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Bid Award Letters	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	Expired plus 3 years	<b>Follow State GRS</b>	Recycle
Contract Award Letters	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	Expired plus 3 years	<b>Follow State GRS</b>	Recycle
Bids	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.149	Expired plus 3 years	<b>Follow State GRS</b>	Recycle
Contracts	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.26	Expired plus 3 years	<b>Follow State GRS</b>	Recycle
Correspondence about Contracts, substantive	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.53	Expired plus 3 years	<b>Follow State GRS</b>	Recycle
Requests for Proposals	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.83	Expired plus 3 years	<b>Follow State GRS</b>	Recycle
Performance Evaluations	Personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	<b>Until no longer employed, plus 6 years</b>	Shred
I-9	Personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.32	Until end of employment, plus 6 years	<b>Follow State GRS</b>	Shred
Payroll	Payroll files	Personnel Files GRS 1304.1103	GRS 1304.1103.81	Until audit complete	<b>3 years after audit complete</b>	Shred
Oaths	Oath notebook	Appointment Records GRS 1493.1004	GRS 1493.1004.108	Permanent	<b>Permanent</b>	N/A
Appointment decisions - must be recorded in Selectboard minutes	Miscellaneous files	Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	<b>Permanent</b>	N/A
Notice of Vacancy	Board and committee files	Appointment Records GRS 1493.1004	GRS 1493.1004.50	Until filled plus 1 year	<b>Follow State GRS</b>	Recycle
Correspondence regarding appointments or resignations	Miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	<b>Follow State GRS</b>	Recycle or shred if personnel issues
Resignation from a board or committee	Miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	<b>Follow State GRS</b>	Recycle or shred if personnel issues
Applications for a board or committee	Miscellaneous files	Appointment Records GRS 1493.1004	GRS 1493.1004.8	Until obsolete (upon appointment decision)	<b>3 years</b>	Recycle
Tax Appeal files	Miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.36	Closed plus 3 years	<b>Follow State GRS</b>	Recycle

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Tax Appeal Requests	Miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.67	Closed plus 3 years	Follow State GRS	Recycle
Tax bills	Vault	Tax Assessments GRS 1570.1170	GRS 1570.1170.182	Closed plus 3 years	3 years after audit complete	Shred (state payment info is exempt)
Delinquent Tax Agreements/payment plans	Miscellaneous file cabinets	Tax Assessments GRS 1570.1170	GRS 1570.1170.5	Expired plus 3 years	3 years after audit complete	Recycle
Reappraisal mailing	Miscellaneous file cabinets	Tax Assessments GRS 1570.1170	GRS 1570.1170.9	Superseded plus 3 years	Follow State GRS	Recycle
Tax Appeal Decisions	Miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1173.133	Original in Grand List Book for year appealed. Related documentation disposed after matter is closed plus 3 years	Follow State GRS	Recycle related documentation
Tax Appeal Notice of Hearing	On town website	Tax Appeals GRS 1570.1108	GRS 1570.1173.50	Closed plus one year	Follow State GRS	Delete from website
Planning, Development & Construction records pertaining to municipal highways, public works, roads and buildings	Miscellaneous file cabinets	Infrastructure - GRS 1601	GRS 1601.1119 Construction GRS 1601.1153 Development GRS 1601.1067 Planning	Legal Notices/ Authorizations kept until closed plus 1 year. All other records kept until life of asset ends plus 6 years	Legal Notices/ Authorizations kept until closed plus 1 year. All other records kept until life of asset ends plus 6 years	Recycle
Audio recordings of meetings and/or hearings	Vault, various files	Municipal Clerk Transitory Records GRS 1000.1000	GRS 1714-1000.80	Recordings used to create minutes may be destroyed after hard copy has been recorded/approved.	Destroy after 1 year	Destroy
Ballots (unvoted)	Vault	Municipal Clerk Transitory Records GRS 1000.1000	GRS 1714-1000.187	Retain until obsolete	30 days after election	Recycle
Cancelled checks	Financial files	Accounting Records 1000.1002	GRS-1000.1002.101	Until audit complete	3 years after audit complete	Recycle

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Check stubs	Financial files	Accounting Records 1000.1002	GRS-1000.1002.101	Until audit complete	<b>3 years after audit complete</b>	Recycle
Invoices paid by the Town	Financial files	Accounting Records 1000.1002	GRS-1000.1002.101	Until audit complete	<b>3 years after audit complete</b>	Recycle
Paycheck stubs	Payroll files	Accounting Records 1000.1002	GRS-1000.1002.101	Until audit complete	<b>3 years after audit complete</b>	Recycle or shred if ssn
Selectboard orders	Financial files	Accounting Records 1000.1002	GRS-1000.1002.102	Until audit complete	<b>3 years after audit complete</b>	Recycle
Cash Received Report	Financial files	Accounting Records 1000.1002	GRS-1000.1002.104	Until audit complete	<b>3 years after audit complete</b>	Recycle
Interest allocation	Financial files	Accounting Records 1000.1002	GRS-1000.1002.104	Until audit complete	<b>3 years after audit complete</b>	Recycle
Spreadsheets-financial/accounting	Financial files	Accounting Records 1000.1002	GRS-1000.1002.104	Until audit complete	<b>3 years after audit complete</b>	Recycle
Check Registers	Financial files	Accounting Records 1000.1002	GRS-1000.1002.144	Until audit complete	<b>3 years after audit complete</b>	Recycle
Dog License Returns	Miscellaneous file cabinets	Accounting Records 1000.1002	GRS-1000.1002.144	Until audit complete	<b>3 years after audit complete</b>	Recycle
Financial Reports	Financial files	Accounting Records 1000.1002	GRS-1000.1002.144	Until audit complete	<b>3 years after audit complete</b>	Recycle
Marriage License Returns	Miscellaneous file cabinets	Accounting Records 1000.1002	GRS-1000.1002.144	Until audit complete	<b>3 years after audit complete</b>	Recycle
Tax Books	Vault	Accounting Records 1000.1002	GRS-1000.1002.144	Until audit complete	<b>3 years after audit complete</b>	Recycle
Bank Statements	Financial files	Accounting Records 1000.1002	GRS-1000.1002.53	Until audit complete	<b>3 years after audit complete</b>	Recycle or shred

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Deposit Receipts	Financial files	Accounting Records 1000.1002	GRS-1000.1002.77	Until audit complete	<b>3 years after audit complete</b>	Recycle
Deposit Slips	Financial files	Accounting Records 1000.1002	GRS-1000.1002.77	Until audit complete	<b>3 years after audit complete</b>	Recycle
Property Transfer Tax Returns	Notebook in vault	Accounting Records 1000.1002	GRS-1000.1002.77	Current year plus 3 years	<b>Permanent as a research aid</b>	Recycle
Receipts	Financial files	Accounting Records 1000.1002	GRS-1000.1002.77	Until audit complete	<b>3 years after audit complete</b>	Recycle
Remittance Advice from the State	Financial files	Accounting Records 1000.1002	GRS-1000.1002.77	Until audit complete	<b>3 years after audit complete</b>	Recycle
Tax Receipts	Financial files	Accounting Records 1000.1002	GRS-1000.1002.77	Until audit complete	<b>3 years after audit complete</b>	Recycle
Invoices from the Town to others	Financial files	Accounting Records 1000.1002	GRS-1000.1002.84	Until audit complete	<b>3 years after audit complete</b>	Recycle
Direct Deposit authorization	Personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	<b>Follow State GRS</b>	Shred
Payroll Deduction authorizations	Personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	<b>Follow State GRS</b>	Shred
Wage garnishments	Personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	<b>Follow State GRS</b>	Shred
Timesheets	Financial files	Payroll Records 1009.1103	GRS-1009.1103.144	Audit plus 1 year	<b>3 years after audit complete</b>	Recycle

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941 Forms	Financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	<b>4 years after audit complete</b>	Shred
Unemployment report	Financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	<b>4 years after audit complete</b>	Shred
W-2/W-4	Financial files	Payroll Records 1009.1103	GRS-1009.1103.170	Retain until tax paid or due, whichever is later, plus 4 years	<b>4 years after audit complete</b>	Shred
Construction of Infrastructure documents (engineering approvals, acceptances & changes) drawings, maps, closout documents and inspection reports	Vault and/or Town Administrator Files	Infrastructure Construction Records GRS-1601.1119	GRS-1601.1119	Until life of asset ends plus 6 years	<b>Follow state GRS</b>	Archival files in vault
Ballots (voted) Local Elections	Vault	Local Election 1348.1103	SRS 1348.1103.129	Retain for 90 days after the election for which they were used.	<b>Follow State GRS</b>	Recycle
Voter Registration - application	Vault	Voter Registration	SRS-1319.1109.80	Retain until expiration 22 months after election completed	<b>Follow State GRS</b>	Shred
Voter Registration - Requests for Removal, challenge letters and challenge responses	Vault	Voter Registration	SRS-1319.1109.139	Retain for 2 years after action.	<b>Follow State GRS</b>	Shred
Absentee Voter lists and requests Local Election)	Vault	Local Election 1348.1103	SRS-1348.1103.8	90 days after election completed	<b>Follow State GRS</b>	Shred
Dog Rabies Certificates, for dogs still in East Montpelier	Dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	If not superseded, until expired	<b>Until expired (current year plus 3 years)</b>	Recycle
Dog Rabies Certificates, for dogs that have died	Dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	<b>Until expired (current year plus 3 years)</b>	Recycle



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Dog Rabies Certificates, for dogs that have moved out of East Montpelier	Dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	Until expired (current year plus 3 years)	Recycle
Dog Lists	Dog Notebook	Dog Licenses 1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	Follow State GRS	Recycle
Dog Warrant	Dog files	Dog Licenses 1350.1059	SRS-1350-1059-50	Until closed plus 1 year	Current year plus 3 years	Recycle
Election Tally Sheets/Worksheets (used to prepare or update vote calculations for general elections)	Vault	General Elections 1690.1103	SRS-1690.1103.104	Retain for 22 months after the election for which they were used.	Follow state GRS	Recycle
Ballots (voted) General & Primary Elections	Vault	General Elections 1690.1103	SRS-1690.1103.129	Retain for 22 months after the election for which they were used.	Follow State GRS	Recycle
Election Returns	Vault	General Elections 1690.1103	SRS-1690.1103.151	Permanent	Permanent	N/A
Checklists (master/entrance)	Vault	General Elections 1690.1103	SRS-1690.1103.22	Until election complete plus 5 years	Follow state GRS	Shred
Petitions (to nominate candidates or act on public questions)	Vault	General Elections 1690.1103	SRS-1690.1103.67	Expires 30 days after the general election is completed	Follow State GRS	Recycle
Absentee Voter lists or requests (General & Primary Elections)	Vault	General Elections 1690.1103	SRS-1690.1103.8	22 months after election completed	Follow State GRS	Shred
Checklists (posted)	Vault	Municipal Clerk Transitory Records SRS 1714.1000.80	SRS-1714.1000.80	Until obsolete (upon completion of election)	30 days after election	Recycle