

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UCC Filings	Vault	State Statute	9A V.S.A. Art. 9	Retain until expired (6 years + 2 months) or superseded	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Persons, Partnerships and Associations, Registration and Re-registration	Vault	Disposition Order	D.O. 009820.086	Until superseded or business ceases	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Until superseded or business ceases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	<b>Permanent</b>	Record with minutes
drafts of ordinances/plans submitted to public review	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	<b>Permanent</b>	N/A
Land Records	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	permanent	<b>Permanent</b>	N/A
Minutes of any board or committee	Minute books	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	<b>Permanent</b>	N/A
Wastewater Permits	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	<b>Permanent</b>	N/A
Zoning Permits	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	<b>Permanent</b>	N/A
Town Plan	Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	<b>Permanent</b>	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	<b>Permanent</b>	Archival files in vault
Policies	Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years	<b>Follow state GRS</b>	File or recycle
Procedures, enacted by Selectboard	Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years	<b>Follow state GRS</b>	File or recycle
Studies	Miscellaneous file cabinets	Administrative Policy Records 1000.1103	GRS 1000.1103.116	Retain until completed/closed plus three years	<b>Follow State GRS</b>	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	<b>Follow state GRS</b>	Recycle
Procedures, Town Clerk	Procedures book	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.73	Superseded plus 3 years	<b>Follow state GRS</b>	File or recycle
Reference Sources	Miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.80	Until obsolete	<b>Follow state GRS</b>	Recycle
Spreadsheets-bid comparisons	Miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.104	Expired plus 3 years	<b>Follow State GRS</b>	Recycle

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

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Tax Appeal Requests	Miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.67	Closed plus 3 years	<b>Follow State GRS</b>	Recycle
Tax bills	Vault	Tax Assessments GRS 1570.1170	GRS 1570.1170.182	Closed plus 3 years	<b>3 years after audit complete</b>	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	<b>3 years after audit complete</b>	Recycle
Reappraisal mailing	Miscellaneous file cabinets	Tax Assessments GRS 1570.1170	GRS 1570.1170.9	Superseded plus 3 years	<b>Follow State GRS</b>	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	<b>Follow State GRS</b>	Recycle related documentation
Tax Appeal Notice of Hearing	On town website	Tax Appeals GRS 1570.1108	GRS 1570.1173.50	Closed plus one year	<b>Follow State GRS</b>	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	<b>Legal Notices/ Authorizations kept until closed plus 1 year. All other records kept until life of asset ends plus 6 years</b>	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.	<b>Destroy after 1 year</b>	Destroy
Ballots (unvoted)	Vault	Municipal Clerk Transitory Records GRS 1000.1000	GRS 1714-1000.187	Retain until obsolete	<b>30 days after election</b>	Recycle
Cancelled checks	Financial files	Accounting Records 1000.1002	GRS-1000.1002.101	Until audit complete	<b>3 years after audit complete</b>	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	<b>Until expired (current year plus 3 years)</b>	Recycle
Dog Lists	Dog Notebook	Dog Licenses 1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	<b>Follow State GRS</b>	Recycle
Dog Warrant	Dog files	Dog Licenses 1350.1059	SRS-1350-1059-50	Until closed plus 1 year	<b>Current year plus 3 years</b>	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.	<b>Follow state GRS</b>	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.	<b>Follow State GRS</b>	Recycle
Election Returns	Vault	General Elections 1690.1103	SRS-1690.1103.151	Permanent	<b>Permanent</b>	N/A
Checklists (master/entrance)	Vault	General Elections 1690.1103	SRS-1690.1103.22	Until election complete plus 5 years	<b>Follow state GRS</b>	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	<b>Follow State GRS</b>	Recycle
Absentee Voter lists or requests(General & Primary Elections)	Vault	General Elections 1690.1103	SRS-1690.1103.8	22 months after election completed	<b>Follow State GRS</b>	Shred
Checklists (posted)	Vault	Municipal Clerk Transitory Records SRS 1714.1000.80	SRS-1714.1000.80	Until obsolete (upon completion of election)	<b>30 days after election</b>	Recycle