

**TOWN OF GRAFTON
RECORDS MANAGEMENT POLICY & RETENTION PLAN**

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 Grafton employees conform with and are aware of those mandates.

II. SCOPE

All Town of Grafton 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 Grafton 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 town/city business, shall be managed in accordance with the Record Retention Schedule below.

IV. UNIFORM LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
- b. <https://www.sec.state.vt.us/media/27740/PublicRecordsLaw.pdf>
- c. 3 V.S.A. § 117: Vermont State Archives and Records Administration
- d. <http://legislature.vermont.gov/statutes/section/03/005/00117>
- e. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- f. 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 (hereafter referred to as VSARA) 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 In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.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 VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

VI. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in April 2021 and every April thereafter, the Town of Grafton will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that: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.
3. Any additional retention requirement adopted by the town and included in this policy 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 Grafton.

VSARA 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 Grafton to transfer files to future file formats.

To bring the Town of Grafton into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in April 2021.

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 All earlier revisions of this document are superseded by this revision.

The Town of Grafton Select Board reviewed and approved this procedure at their most recent meeting on April 5, 2021.

John Gregory

Aurora Paine

Catherine A. Shaw



Samuel W. Dea

VII. 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 VSARA, and the Environmental Protection Agency. *(add/edit list of references as necessary)*

(list appropriate GRS & Dos by names/numbers)

Example:

- GRS-1000.1002 Accounting Records

https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of Gratton retention	Disposal Method
941	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
Absentee Envelopes, General and Primary Elections	Ballot Bags	Primary Elections 1689.1103, General Elections 1690.1103	SRS-1689.1103.129, SRS- 1690.1103.129	22 months	follow SRS	recycle
Absentee Envelopes, Local Elections	Ballot Bags	Local Elections, 1348- 1103	SRS 1348.1103.129	90 days	follow SRS	recycle
Absentee Voter List, Local Elections	Elections Files	Local Elections 1348- 1103	SRS 1348.1103.55	90 days	1 year	shred
Absentee Voter List, Primary and General Election	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103	SRS-1689.1103.55, SRS- 1690.1103.55	22 months	follow SRS	shred
Agendas	town website	Administrative Policy Records 1000.1102	GRS 1000.1102.4	If minutes reflect the agenda, end of calendar year plus one year	follow State GRS	delete from website
Applications for a board or committee	temporary files	Appointment Records GRS 1493.1004	GRS 1493.1004.8	until obsolete	3 years	recycle
Applications for absentee ballot, local elections only (if applying for more than one election, use the longest retention)	Elections Files	Local Elections, 1348- 1103	SRS 1348.1103.8	90 days	1 year	shred

Applications for absentee ballot, primary and general elections	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103	SRS-1689.1103.8, SRS-1690.1103.8	22 months	follow SRS	shred
Appointment decisions		Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	Permanent	Record all appointments in the Selectboard minutes
Ballots, unused (not handed to a voter), all elections	vault	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.187	until obsolete	30 days	recycle
Ballots, unvoted (handed to voters but not used), primary elections	Ballot Bags, separate bag from voted ballots	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.187	until obsolete	30 days	recycle
Ballots, voted, spoiled, and sample, General and Primary elections	Ballot Bags	Primary Elections 1689.1103, General Elections 1690.1103	SRS-1689.1103.129, SRS-1690.1103.129	22 months	follow SRS	recycle
Ballots, voted, spoiled, and sample, Local Elections	Ballot Bags	Local Elections, 1348-1103	SRS 1348.1103.129	90 days	follow SRS	recycle
Bank Statements	financial files	Accounting Records 1000.1002	GRS-1000.1002.53	until audit complete	7 years	recycle or shred
BCA decisions related to registration	Elections Files	Voter Registration 1319.1109	SRS 1319.1109.133	2 years following the next election	follow SRS	recycle
Bid Award Letters	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Bids	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.149	expired plus 3 years	follow State GRS	recycle

Budget reports	financial files	Budget Records GRS 1000.1012	GRS 1000.1012.144	end of fiscal year plus 3 years	7 years	recycle
Calendar of meetings	town website	Administrative Policy Records 1000.1102	GRS 1000.1102.19	end of calendar year plus 1 year	follow State GRS	delete from website
Cancelled checks	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	5 years	recycle
Cash Received Report	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Challenge notices	Elections Files	Voter Registration 1319.1109	SRS 1319.1109.5	4 years following the next election	follow SRS	recycle
Challenge responses	Elections Files	Voter Registration 1319.1109	SRS 1319.1109.139	2 years following the next election	4 years following the next election	recycle
Check Registers	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	5 years	recycle
Check stubs	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	5 years	recycle
Checklists, Entrance and Exit, all elections	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103, Local Elections 1348- 1103	SRS 1689.1103.22, SRS 1690.1103.22, SRS 1348.1103.22	5 years	follow SRS	recycle
Checklists, Posted	Elections Files	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.80	until obsolete	follow SRS	recycle
Contract Award Letters	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle

Contracts	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle
Correspondence about Contracts, substantive	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.53	expired plus 3 years	follow State GRS	recycle
Correspondence regarding appointments or resignations	correspondence files	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Correspondence, Routine	miscellaneous file cabinets	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.28	until obsolete	1 year	recycle
Delinquent Tax Agreements/payment plans	DTC files	Tax Assessments GRS 1570.1170	GRS 1570.1170.5	expired plus 3 years	7 years	recycle
Deposit Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	5 years	recycle
Deposit Slips	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	5 years	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	follow State GRS	shred
Dog License Returns	financial files with Selectboard orders	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Dog Lists	temporary files	Dog Licenses 1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	follow State SRS	shred
Dog Rabies Certificates, for dogs still in Grafton	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	If not superseded, until expired	until superseded	shred

Dog Rabies Certificates, for dogs that have died	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	10 days after the death of the dog	shred
Dog Rabies Certificates, for dogs that have moved out of Grafton	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	until expired	shred
Dog reminder letters	temporary files	Dog Licenses 1350.1059	SRS-1350-1059-50	Until closed plus 1 year	follow State SRS	recycle
drafts of internal documents not requiring public review	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.37	until obsolete	follow state GRS	recycle
Drafts of ordinances/plans submitted to public review	vault	Administrative Policy Records 1000.1102	use citation for the type of document	Permanent	Permanent	archival files in vault
Financial Reports	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years if they can't be re-printed; otherwise until audit complete	recycle
Grant applications, not awarded	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	follow State GRS	recycle
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	7 years or as specified in grant agreement, whichever is longer	recycle
I-9	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.32	until end of employment, plus 6 years	follow State GRS	shred
Insurance Coverage Docs - VLCT	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle

Interest allocation	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Invoices	financial files	Accounting Records 1000.1002	GRS 1000.1002.48	until audit complete	5 years	recycle
Invoices from the Town to others	financial files	Accounting Records 1000.1002	GRS-1000.1002.84	until audit complete	5 years	recycle
Invoices paid by the Town	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	5 years	recycle
Marriage License Returns	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Minutes of any board or committee	Minute books	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	record in archival minute books
Minutes of Town Meeting	Elections Files	Local Elections 1348- 1103	SRS 1348.1103.151	Permanent	Record, then retain original for 1 year	recycle after confirming recording
Notes	miscellaneous file cabinets	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.60	until obsolete	follow State GRS	recycle
Notice of Vacancy	temporary files	Appointment Records GRS 1493.1004	GRS 1493.1004.50	until filled plus 1 year	follow State GRS	recycle
Notices, routine (for regular or special meetings)	temporary files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	follow state GRS	recycle/delete from website
Notices, substantive (for public hearings, adoption of ordinances, etc.)	temporary files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	Permanent	record with minutes

Oaths	temporary files	Appointment Records GRS 1493.1004	GRS 1493.1004.108	Permanent	Permanent	record in town record book; recycle paper copy
Official Return of Votes, General and Primary Elections	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103	SRS 1689.1103.151, SRS 1690.1103.151	Permanent	Record, then retain original for 22 months	recycle after confirming recording
Official Return of Votes, Local Elections	Elections Files	Local Elections 1348-1103	SRS 1348.1103.151	Permanent	Record, then retain original for 1 year	recycle after confirming recording
OSHA 300 log	temporary files	federal statutes	29 CFR § 1904.33	end of calendar year plus 5 years	follow federal statute	recycle or shred if personal info
Overweight Permits	temporary files	Disposition Orders	DO 9821 (#107)	2 years	follow DO	recycle
Paycheck stubs	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	5 years	recycle or shred if ssn
Payroll Books	vault	Personnel Files GRS 1304.1103	GRS 1304.1103.81	Permanent	Permanent	boxes in vault
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	follow State GRS	shred
Performance Evaluations	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	until no longer an employee, plus 6 years	shred
Petitions, General and Primary Elections	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103	SRS-1689.1103.67, SRS-1690.1103.67	30 days	22 months	recycle
Petitions, Local Elections	Elections Files	Local Elections 1348-1103	SRS 1348-1103.67	30 days	1 year	recycle

Policies	Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or recycle
Posting of Land	temporary files	Disposition Orders	DO 9819 (#74)	2 years	follow DO	recycle
Procedures, enacted by Selectboard	Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or 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
Public Records Requests	temporary files (routine), correspondence files (substantive)	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.139	until obsolete	follow State GRS, unless substantive - then 1 year	recycle
Publications	reference files	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.74	until obsolete	follow State GRS	recycle
Reappraisal mailing	reference files	Tax Assessments GRS 1570.1170	GRS 1570.1170.9	superseded plus 3 years	follow State GRS	recycle
Receipt Books	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	5 years	recycle
Reference Sources	reference files	Municipal Clerk's Transitory Records 1714.1000	SRS 1714.1000.80	until obsolete	follow State GRS	recycle
Remittance Advice from the State	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	5 years if they can't be re-printed; otherwise until audit complete	recycle
Requests for Proposals	temporary or correspondence files	Contracting GRS 1000.1126	GRS 1000.1126.83	expired plus 3 years	follow State GRS	recycle

Resignation from a board or committee	temporary	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Selectboard orders	financial files	Accounting Records 1000.1002	GRS-1000.1002.102	until audit complete	7 years	recycle
Spreadsheets-financial/accounting	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	5 years	recycle
Spreadsheets-bid comparisons	temporary files	Contracting GRS 1000.1126	GRS 1000.1126.104	expired plus 3 years	follow State GRS	recycle
Studies	miscellaneous file cabinets	Administrative Policy Records 1000.1102	GRS 1000.1102.116	Permanent	Permanent	archival files in vault
Summary Sheets, General and Primary Elections	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103	SRS 1689.1103.104, SRS 1690.1103.104	22 months	follow SRS	recycle
Summary Sheets, Local Elections	Elections Files	Local Elections 1348-1103	SRS 1348.1103.104	90 days	1 year	recycle
Tally Sheets, General and Primary Elections	Ballot bags	Primary Elections 1689.1103, General Elections 1690.1103	SRS 1689.1103.104, SRS 1690.1103.104	22 months	follow SRS	recycle
Tally Sheets, Local Elections	Ballot bags	Local Elections 1348-1103	SRS 1348.1103.104	90 days	follow SRS	recycle
Tax Appeal Decisions	temporary files	Tax Appeals GRS 1570.1108	GRS 1570.1173.133	closed plus 3 years (but a copy is supposed to be in the grand list book)	follow State GRS	recycle, but put a copy in the grand list book
Tax Appeal files	temporary files	Tax Appeals GRS 1570.1108	GRS 1570.1108.36	closed plus 3 years	follow State GRS	recycle
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

Tax Appeal Requests	temporary files	Tax Appeals GRS 1570.1108	GRS 1570.1108.67	closed plus 3 years	follow State GRS	recycle
Tax bills	financial files	Tax Assessments GRS 1570.1170	GRS 1570.1170.182	closed plus 3 years	7 years	shred (state payment info)
Tax Books	vault	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	5 years	recycle
Tax Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	5 years	recycle
Timesheets	financial files	Payroll Records 1009.1103	GRS-1009.1103.144	audit plus 1 year	5 years	recycle
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
Town Report	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.144	Permanent	Permanent	Bind 2 copies
Unemployment report	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
Voter Applications	Elections Files	Voter Registration 1319.1109	SRS 1319.1109.8	4 years following the next election	follow SRS	shred
Voter's Oath forms	Elections Files	Voter Registration 1319.1109	SRS 1319.1109.8	4 years following the next election	follow SRS	shred
W-2	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
W-4	financial files	Payroll Records 1009.1103	GRS-1009.1103.170	Keep until superseded, plus 4 years	7 years	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	follow State GRS	shred
Warnings, Local Elections other than Town Meetings	Elections Files	Local Elections 1348- 1103	SRS 1348-1103.50	1 year	follow SRS	recycle
Warnings, Primary and General Elections	Elections Files	Primary Elections 1689.1103, General Elections 1690.1103	SRS-1689.1103.50, SRS- 1690.1103.50	1 year	22 months	recycle
Warnings, Town Meetings	Elections Files	Local Elections 1348- 1103	SRS 1348-1103.50	Permanent	Record, then retain original for 1 year	recycle after confirming recording
WHT-434	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
WHT-436	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred