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**TOWN OF ST. ALBANS**  
**Records Management Policy & Retention Plan**  
**Administrative Only**

**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 St. Albans employees conform with and are aware of those mandates:

**II. SCOPE**

All Town of St. Albans 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 Town of St. Albans 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 of St. Albans 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  
<https://legislature.vermont.gov/statutes/chapter/01/005>
- 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 Standards and Best Practices  
<https://sos.vermont.gov/vsara/manage/information-governance/standards/>

**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 In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.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 **March, 2022** and every **March** thereafter, the Town of St. Albans will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that: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 of St. Albans 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 St. Albans.

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 St. Albans to transfer files to future file formats.

To bring the Town of St. Albans into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in **March, 2022**.

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 St. Albans Selectboard reviewed and approved this procedure at their most recent meeting on February 23<sup>rd</sup>, 2022.

## **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.

- GRS-1000.1102 Administrative Policy Records  
[https://sos.vermont.gov/media/rztj0udv/grs-10001102\\_administrating.pdf](https://sos.vermont.gov/media/rztj0udv/grs-10001102_administrating.pdf)
- GRS-1000.1012 Budget Records  
[https://sos.vermont.gov/media/o2mb3bga/grs-10001012\\_budgetrecords.pdf](https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf)

- GRS-1000.1126 Contract Files  
[https://sos.vermont.gov/media/i4rfdit2/grs-10001126\\_contracting.pdf](https://sos.vermont.gov/media/i4rfdit2/grs-10001126_contracting.pdf)
- GRS-1009.1103 Payroll Management Records  
[https://sos.vermont.gov/media/20shnjyc/grs-10091103\\_payrollrecords.pdf](https://sos.vermont.gov/media/20shnjyc/grs-10091103_payrollrecords.pdf)
- GRS-1304.1103 Personnel Files  
[https://sos.vermont.gov/media/zdka4izb/grs-13041103\\_managingemployees.pdf](https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf)

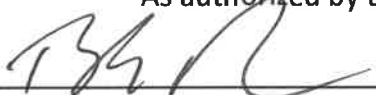
**VIII. RECORDS RETENTION PLAN**

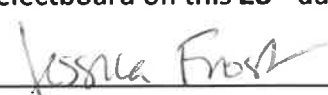
The following table reflects the types of records maintained by the Town of St. Albans, their location, GRS or DO retention references, retention required by the reference, and the Town of St. Albans additional retention requirements. This policy authorizes Town of St. Albans employees to properly dispose of records that have reached the end of their retention period.

Type of Records	Location	Applicable GRS or DO (see references in sec. VII)	Retention Requirements	Town/City Additional Retention Requirements
SEE ATTACHED RETENTION PLAN →	→	→	→	→

**IX. AUTHORIZATION**

As authorized by the Town of St. Albans Selectboard on this 28<sup>th</sup> day of February, 2022.

  
Brendan Deso, Chair

  
Jessica Frost, Vice Chair

  
Erin Creley

  
Jonathan Giroux

  
Bryan DesLauriers

Town of St. Albans  
Administrative  
Retention Plan

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of St. Albans retention	Disposal Method
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	Town Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.8	until obsolete	3 years	recycle
Appointment decisions	Town Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	Permanent	Record all appointments in the Selectboard minutes
Bid Award Letters	Town Manager files	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Bids	Town Manager files	Contracting GRS 1000.1126	GRS 1000.1126.149	expired plus 3 years	follow State GRS	recycle
Budget reports	Town Manager files	Budget Records GRS 1000.1012	GRS 1000.1012.144	end of fiscal year plus 3 years	follow State GRS	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
Contract Award Letters	Town Manager files	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Contracts	Town Manager files	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle
Correspondence about Contracts, substantive	Town Manager files	Contracting GRS 1000.1126	GRS 1000.1126.53	expired plus 3 years	follow State GRS	recycle
Correspondence regarding appointments or resignations	Town Manager correspondence files	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Direct Deposit authorization	Human Resources 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
drafts of internal documents not requiring public review	Town Manager files	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.37	until obsolete	follow state GRS	recycle
drafts of ordinances/plans submitted to public review	Town Manager files	Administrative Policy Records 1000.1102	use citation for the type of document	Permanent	Permanent	archival files in vault
Grant applications, not awarded	Town Manager 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	Town Manager 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
I-9	Town Manager files 3-ring binder	Personnel Files GRS 1304.1103	GRS 1304.1103.32	until end of employment, plus 6 years	follow State GRS	shred
Insurance Coverage Docs - VLCT	Town Manager files 3-ring binder	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle
Minutes of any board or committee	Minute Books Town Clerk's Office - Vault	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	record in archival minute books
Notice of Vacancy	Town Manager 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)	Town Manager 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.)	Town Manager files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	Permanent	record with minutes
OSHA 300 log	Human Resources 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	Town Manager files 3-ring Binder	Disposition Orders	DO 9821 (#107)	2 years	follow DO	recycle
Payroll Deduction authorizations	Humand Resources 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

Town of St. Albans  
Administrative  
Retention Plan

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of St. Albans retention	Disposal Method
Performance Evaluations	Humand Resources Personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	<b>until no longer an employee, plus 6 years</b>	shred
Policies	Town Manager Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years, then confirm (is it "substantive"?)	<b>follow state GRS</b>	file or recycle
Procedures, enacted by Selectboard	Town Manager Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years, then confirm (is it "substantive"?)	<b>follow state GRS</b>	file or recycle
Requests for Proposals	Town Manager files	Contracting GRS 1000.1126	GRS 1000.1126.83	expired plus 3 years	<b>follow State GRS</b>	recycle
Resignation from a board or committee	Town Manager files	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	<b>follow State GRS</b>	recycle or shred if personnel issues
Studies	Town Manager miscellaneous files	Administrative Policy Records 1000.1102	GRS 1000.1102.116	Permanent	<b>Permanent</b>	archival files in vault
Timesheets	Town Manager files	Payroll Records 1009.1103	GRS-1009.1103.144	audit plus 1 year	<b>follow State GRS</b>	recycle
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