

**TOWN OF MIDDLESEX
TOWN RECORDS MANAGEMENT POLICY**

I. PURPOSE

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

II. SCOPE

All Town of Middlesex 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 Middlesex (referred to as the “Town”) 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 course of Town business shall be managed in accordance with the Vermont State Archives & Records Administration’s General Records Schedules. (GRS).

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 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 In limited circumstances, Disposition Orders (DO) may continue to be used until superseded by GRS.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. TRANSITORY RECORDS

Transitory records created or received as part of the daily operations of the Middlesex Town Offices will be culled as appropriate in accordance with GRS-1000.1000 (Transitory Records).

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 Vermont State Archives & Records Administration, and the Environmental Protection Agency.

- DO-9771 All Municipal Treasurers
https://www.sec.state.vt.us/media/458869/DO_MunicipalTreasurers.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>

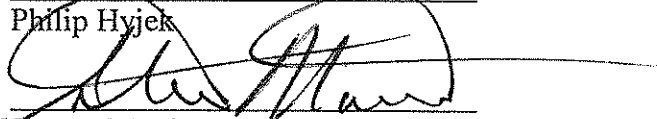
Reviewed and approved as a duly warned agenda item by the Middlesex Select Board at its regularly scheduled meeting on April 25, 2017:



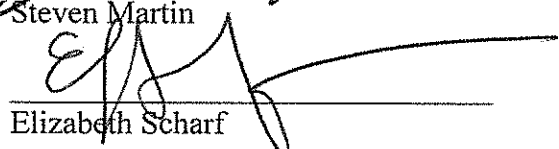
Peter O. Hood, Chair

Mary Just Skinner, Vice Chair

Philip Hyjek




Steven Martin



Elizabeth Scharf

THE MIDDLESEX SELECT BOARD

I attest that the above policy was received and recorded in the Middlesex Town Records on April 26, 2017.



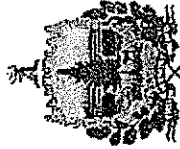
Sarah Merriman, Town Clerk/Select Board Assistant

STATE OF VERMONT GENERAL RECORD SCHEDULE

Issued to: All Agencies

GRS-1000.1000: Transitory Records

Last Revised: 1/30/2012



Vermont State Archives and Records Administration
Vermont Office of the Secretary of State
www.vermont-archives.org/records/schedules

GRS-1000.1000: Transitory Records

Classification: GENERAL (GENERAL)

Authority:

A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule approved by the state archivist pursuant to subdivision 117(a)(5) of Title 3. (1 V.S.A. § 317a)

Scope:

This general record schedule applies to any agency, board, department, commission, committee, branch, instrumentality, or authority of the state or any agency, board, committee, department, branch, instrumentality, commission, or authority of any political subdivision of the state that produces or acquires the records listed on this record schedule in the course of public agency business. Record means any written or recorded information, regardless of physical form or characteristics, and includes electronic or digital records and data. (1 V.S.A. § 317)

Use:

State agencies MUST have a Notice of Adoption (VSARA-11) acknowledged by the Vermont State Archivist and on file with the Vermont State Archives and Records Administration (VSARA) prior to using any general record schedule. Use of a General Record Schedule (GRS) to destroy records without proper notification is not permitted. In addition, internal policies must be established to assure that the requirements outlined in any GRS are being applied across the agency. General Record Schedule (GRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a. Local public agencies do not have to submit a Notice of Adoption; however, internal policies should clearly cite any general schedules that have been adopted and associated GRS numbers. If a GRS does not meet an agency's legal or administrative needs, the agency should continue to use any applicable disposition orders that have been issued for its records or seek agency specific record schedules through VSARA's Targeted Assistance Program (TAP).

Exemptions:

It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Some records listed on GRS-1000.1000 may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.

Retention:

GRS-1000.1000 reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Duplicates or copies of records shall not be retained longer than the original records.

STATE OF VERMONT GENERAL RECORD SCHEDULE

GRS-1000.1000: Transitory Records

Classification: GENERAL (GENERAL)

GRS-1000.1000: This schedule is reserved for records that are created and received in the course of agency business but transitory in nature; not subject to any legal recordkeeping requirements, explicit or implied; and administratively obsolete after a specific action or process is complete. This schedule replaces the "Non-Record Material" list that was last issued by the Public Records Advisory Board in 2001.

Retention: Transitory records are only needed for a limited period of time in order to complete a routine action or prepare or update a formal or ongoing record. Transitory records are usually not incorporated into formal filing or records management systems because their usefulness is temporary. GRS-1000.1000 is a list of common record types that often meet the criteria of a transitory record. The record types listed here may have specific recordkeeping requirements in certain contexts, therefore agencies must develop internal policies on when and how GRS-1000.1000 may be applied.

Public Access: Review

MINIMUM RECORDKEEPING REQUIREMENTS for Specific Transitory Records (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Minimum Retention/Disposition:
GRS-1000.1000.28 Correspondence (Routine) Public Access: Review	Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
GRS-1000.1000.37 Drafts Public Access: Review	Use for preliminary or tentative versions of a document. Drafts that are acted upon or put into practice must be retained according to their intended record type (i.e. policies) as listed in another general record schedule or an agency-specific record schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
GRS-1000.1000.60 Notes Public Access: Review	Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

STATE OF VERMONT GENERAL RECORD SCHEDULE

GRS-1000.1000.74	Use for reproduced or published material received from other offices which require no action and are not required for documentary purposes. Includes catalogues, trade journals, other publications or papers received which require no action and are not part of a case upon which action is being taken or will be taken.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Publications			
Public Access: <i>Review</i>			
GRS-1000.1000.80	Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Reference sources			
Public Access: <i>Review</i>			
GRS-1000.1000.139	Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Requests			
Public Access: <i>Review</i>			
GRS-1000.1000.104	Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Worksheets			
Public Access: <i>Review</i>			