



*Town of Panton Chartered 1761*

3176 Jersey Street, Panton VT 05491-9331  
802.475.2333, Fax 802.475.2785

**MUNICIPAL ACTION TO ADOPT GENERAL RECORD SCHEDULES**

General Record Schedules (GRS) have been developed by the Vermont State Archives and Records Administration (VSARA) to provide consistency in record keeping by Vermont public agencies (any unit of State or local government) for common functions and activities.

Vermont public agencies may adopt any or all of the requirements in a general record schedule approved by the Vermont State Archivist. An agency does NOT have to create or receive all of the records listed in the GRS to adopt the GRS. In addition, retention requirements in the GRS are minimum requirements. This means that public agencies have the flexibility to increase retention requirements to ensure compliance with administrative or legal requirements.

Any increase beyond a GRS should be reflected in a written policy appended to and kept with this Municipal Action to Adopt GRS. Any GRS that will specifically not be used will also be noted in a policy appended to and kept with this Municipal Action to Adopt GRS.

Local Records Custodians are responsible for evaluating General Record Schedules (GRS) in concert with business, legal, and information technology staff to ensure that the GRS (1) meets legal requirements specific to the agency and its records and (2) can be effectively carried out by agency employees. Prior to applying GRS, each agency must develop and enact an internal policy specifying how records should be managed within the agency. At a minimum, GRS numbers shall be cited in all internal policies to demonstrate compliance with 1 VSA § 317(a).

If General Record Schedules do 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 further guidance from VSARA. Agencies may not, however, continue to use any disposition orders that have been effectively superseded by a general record schedule.

As the Custodian of records associated with the municipal office of the Town of Panton, I hereby adopt VSARA's General Record Schedules that are in effect as of this date, along with forthcoming revisions and additions to the GRS, and plan to develop and enact an internal policy for the application of the GRS to the records under my custody. I also understand that any records not covered by a General Record Schedule must be covered by an existing disposition order or an agency-specific record schedule.

A copy of the most current version of this Municipal Action to Adopt GRS, and any associated policies adjusting application of the GRS shall be kept in the office where the records are kept.

Dated this 11<sup>th</sup> day of June, 2019 at Panton, VT.

Signature: Pam Correia  
Pam Correia, Town Clerk/Treasurer



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**TOWN OF PANTON  
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 Panton employees conform with and are aware of those mandates.

**II. SCOPE**

All Town of Panton 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 Panton 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 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 June, 2019 and every June thereafter, the Town of Panton 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 Panton.

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 Panton to transfer files to future file formats.

To bring the Town of Panton into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in June, 2019.

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 Panton Select Board reviewed and approved this procedure at their most recent meeting on June 11, 2019.

## **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.

Example:

- GRS-1000.1002 Accounting Records  
[https://www.sec.state.vt.us/media/66914/GRS-10001002\\_Accounting.pdf](https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf)

**VIII. RECORDS RETENTION PLAN**

The following table reflects the types of records maintained by the Town of Panton, their location, GRS or DO retention references, retention required by the reference, and the town additional retention requirements. This policy authorizes town 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 Additional Retention Requirements
Example: paid A/P invoices	Lateral File Cabinet 2 <sup>nd</sup> Drawer	GRS 1000.1002.101 vouchers	Audit complete, plus 0	Keep an additional 3 years following completion of audit