Town of Corinth Vermont
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 Corinth employees and elected officials conform with and are aware of those mandates.

II. SCOPE

All Corinth 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 Corinth 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. https://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, SPECIFIC RECORD SCHEDULE & DISPOSITION ORDERS

Vermont State Archives & Records Administration's (hereafter referred to as VSARA) General Record Schedules (GRS) and Specific Record Schedule (SRS) 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 In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS or SRS.

In a few instances VSARA has yet to issue a GRS or SRS to define the retention period. These documents will be retained until a ruling has been made.

VI. RECORDS MANAGEMENT GUIDELINE

Periodically beginning at the adoption of this Policy, the town of Corinth will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that: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, SRS or DO; and
2. The minimum retention requirement for the record, as stated in the applicable GRS, SRS 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, SRS or DO will not be destroyed and will be retained by Corinth.

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 Corinth to transfer files to future file formats.

To bring Corinth into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in January 2020.

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 All earlier revisions of this document or Record Retention Policies are superseded by this revision.

The Corinth Select Board reviewed and approved this procedure at their most recent meeting on DECEMBER 9, 2019.

Chris Groschner Chair _____

Steve Long _____

Richard Cawley _____