

Date of Origin: 2022-1-3

Latest Revision: _____
Date

Latest Renewal: 2023-05-01
Date

TOWN OF MAIDSTONE, VERMONT RECORDS MANAGEMENT POLICY & RETENTION PLAN

1. 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 Maidstone employees conform with and are aware of those mandates.

2. SCOPE

All Town of Maidstone 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."

3. POLICY STATEMENT

It is the policy of the Town of Maidstone 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.

4. 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/>

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 In limited circumstances, Disposition Orders (DO) may continue to be used until superseded by GRS.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

6. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in March of 2022 and every May thereafter, the Town of Maidstone will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

- a) The record has been authorized for destruction through a GRS or DO; and
- b) The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.

- c) Any additional retention requirement adopted by the Town of Maidstone and included in this policy has been fully met; and
- d) The Destruction Log has been completed.

Records not yet covered by a GRS or DO will not be destroyed, and will be retained by the Town of Maidstone.

VSARA has defined the term "permanent retention" as meaning until the State of Vermont no longer exists.


Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town of Maidstone to transfer files to future file formats.

To bring the Town of Maidstone into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in March of 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 Maidstone Select Board reviewed and approved this procedure at their most recent meeting on **May 1, 2023**.

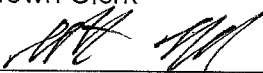
REVIEWED AND APPROVED:



Town Clerk

5/15/2023

Date



Scott Lovell, Chairman

5-6-23

Date



Bruno McKenzie

5-1-23

Date



Brad McVetty

5-1-23

Date