TOWN/CITY OF CANAAN
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 Canaan employees conform with and are aware of those mandates.

II. SCOPE

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 In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.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thereafter, the Town of Canaan will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that: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

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 Canaan to transfer files to future file formats.

To bring the Town of Canaan 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 are superseded by this revision.

The Town of Canaan Select Board/City Council reviewed and approved this procedure at their most recent meeting on June 3, 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. (*add/edit list of references as necessary*)

See attached list

Example:

- GRS-1000.1002 Accounting Records
  https://www.sec.state.vt.us/media/66914/GRS-10001002_Accounting.pdf