

TOWN OF MENDON RECORDS MANAGEMENT & RETENTION POLICY

I. PURPOSE

All public agencies in Vermont are responsible for creating, managing, and disposing of records in accordance with state and federal laws and regulations. This policy ensures that all Town of Mendon ("Town") officials and employees conform with and are aware of these regulations and sets a destruction schedule for certain records in compliance with the law.

II. SCOPE

The Town's public records are 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 to comply with 1 V.S.A. Chapter 5, Subchapter 3 (Vermont's "Public Records Act"). 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. APPLICABLE LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Management of Public Records
- b. 3 V.S.A. § 117: Vermont State Archives and Records Administration
- c. 3 V.S.A. § 218: Agency/Department Records Management Program
- d. Archives and Records Management Standards and Best Practices
<https://sos.vermont.gov/vsara/manage/information-governance/standards/>

V. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration's (VSARA) General Record Schedules (GRS) shall govern the Town's 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 In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.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. Records falling into these categories will be retained until a ruling has been made.

VI. RECORDS MANAGEMENT GUIDELINE

1. On an annual basis, beginning on July 1, 2025 and every July thereafter, the Town will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule

(Attachment A), that have not already been disposed of pursuant to this policy, provided that:

- a. The record has been authorized for destruction through a GRS or DO and the minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.
 - b. Any additional retention requirement adopted by the Town and included in this policy has been fully met.
 - c. Records not yet covered by a GRS or DO will not be destroyed and will be retained by the Town.
2. On a monthly basis, the Town's employees and officials shall review all transitory records in their custody and dispose of any obsolete record according to the schedule set forth in Attachment A.
 3. Not more than on a quarterly basis, the Town Clerk may require Town officials and/or employees to transfer any Town record in their custody to the Town Clerk for ongoing retention and access, in accordance with the schedule set forth in Attachment A. Town employees and officials shall comply promptly with such requests.
 4. Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town to transfer files to future file formats.

VII. TRANSITION AND EFFECT

To bring the Town of Mendon into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in July 2025. 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. This policy is effective as of the date of its adoption.

Adopted by the Town of Mendon Select Board on this 14th day of May, 2025.

Megan Smith

Seth Bridge

Sarah Buxton

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ATTACHMENT A RECORDS RETENTION PLAN

The following table reflects the types of records maintained by the Town of Mendon, their location, GRS or DO retention references, retention required by the reference, and the town/city additional retention requirements. This policy authorizes Town officials and employees to properly dispose of records that have reached the end of their retention period.

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.

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.

Recycle also means to delete, if the record is in a digital format.

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of Mendon retention	Disposal Method
941	financial files	Payroll Records 1009.1103	GRS 1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
Agendas	Town website	Administrative Policy Records 1000.1102	GRS 1000.1102.4	If minutes reflect the agenda, end of calendar year plus one year	follow State GRS	delete from website
Applications for a board or committee	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.8	until obsolete	3 years	recycle

Appointment decisions		Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	Permanent	Record all appointments in the Selectboard minutes
Bank Statements	financial files	Accounting Records 1000.1002	GRS-1000.1002.53	until audit complete	7 years	recycle or shred
Bid Award Letters	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Bids	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.149	expired plus 3 years	follow State GRS	recycle
Budget reports	financial files	Budget Records GRS 1000.1012	GRS 1000.1012.144	end of fiscal year plus 3 years	7 years	recycle
Calendar of meetings	town website	Administrative Policy Records 1000.1102	GRS 1000.1102.19	end of calendar year plus 1 year	follow State GRS	delete from website
Cancelled checks	financial files	Accounting Records 1000.1002	GRS- 1000.1002.101	until audit complete	7 years	recycle
Cash Received Report	financial files	Accounting Records 1000.1002	GRS- 1000.1002.104	until audit complete	7 years	recycle
Check Registers	financial files	Accounting Records 1000.1002	GRS- 1000.1002.144	until audit complete	7 years	recycle
Check stubs	financial files	Accounting Records 1000.1002	GRS- 1000.1002.101	until audit complete	7 years	recycle
Contract Award Letters	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Contracts	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle

Correspondence (routine)	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.28	until obsolete	1 year	recycle or shred
Correspondence about Contracts, substantive	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.53	expired plus 3 years	follow State GRS	recycle
Correspondence regarding appointments or resignations	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Correspondence, Routine	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.28	until obsolete	1 month	recycle
Delinquent Tax Agreements/payment plans	DTC files	Tax Assessments GRS 1570.1170	GRS 1570.1170.5	expired plus 3 years	7 years	recycle
Deposit Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Deposit Slips	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Direct Deposit authorization	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
Dog License Returns	miscellaneous file cabinets	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Dog Lists	miscellaneous file cabinets	Dog Licenses 1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	follow State SRS	shred

Dog Rabies Certificates, for dogs still in Marshfield	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	If not superseded, until expired	until superseded	shred
Dog Rabies Certificates, for dogs that have died	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	10 days after the death of the dog	shred
Dog Rabies Certificates, for dogs that have moved out of Marshfield	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	until expired	shred
Dog Warrant drafts of internal documents not requiring public review	miscellaneous file cabinets	Dog Licenses 1350.1059	SRS-1350-1059-50	Until closed plus 1 year	follow State SRS	recycle
drafts of ordinances/plans submitted to public review	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.37	until obsolete	follow state GRS	recycle
	vault	Administrative Policy Records 1000.1102	use citation for the type of document	Permanent	Permanent	archival files in vault
Financial Reports	financial files	Accounting Records 1000.1002	GRS- 1000.1002.144	until audit complete	7 years if they can't be re- printed; otherwise until audit complete	recycle

Grant documentation, not of significant administrative value	grant files	Administrative Policy Records 1000.1102	GRS 1000.1102.173	Until closed plus 3 years, or as specified in grant agreement, whichever is longer	7 years or as specified in grant agreement, whichever is longer	recycle
I-9	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.32	until end of employment, plus 6 years	follow State GRS	shred
Interest allocation	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Invoices	financial files	Accounting Records 1000.1002	GRS 1000.1002.48	until audit complete	7 years	recycle
Invoices from the Town to others	financial files	Accounting Records 1000.1002	GRS-1000.1002.84	until audit complete	7 years	recycle
Invoices paid by the Town	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle
Marriage License Returns	miscellaneous file cabinets	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Minutes of any board or committee	Minute books	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	record in archival minute books
Notes, including internal written and audio transitory records such as emails, voicemails, and text messages	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.60	until obsolete	1 month	recycle

Notice of Vacancy	board and committee files	Appointment Records GRS 1493.1004	GRS 1493.1004.50	until filled plus 1 year	follow State GRS	recycle
Notices, routine (for regular or special meetings)	town website and/or town bulletin board	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	follow state GRS	recycle/delete from website
Notices, substantive (for public hearings, adoption of ordinances, etc.)	board and committee files	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	Permanent	record with minutes
Oaths	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.108	Permanent	Permanent	record in town record book; recycle paper copy
Paycheck stubs	financial files	Accounting Records 1000.1002	GRS- 1000.1002.101	until audit complete	7 years	recycle or shred if ssn
Payroll Books	vault	Personnel Files GRS 1304.1103	GRS 1304.1103.81	Permanent	Permanent	boxes in vault
Payroll Deduction authorizations	personnel files	Payroll Records 1009.1103	GRS- 1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
Performance Evaluations	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	until no longer an employee, plus 6 years	shred

Policies	Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or recycle
Procedures, enacted by Selectboard	Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or recycle
Procedures, Town Clerk	Procedures book	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.73	Superseded plus 3 years	follow state GRS	file or recycle
Public Records Requests	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.139	until obsolete	follow State GRS, unless substantive - then 1 year	recycle
Publications	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.74	until obsolete	follow State GRS	recycle
Reappraisal mailing	miscellaneous file cabinets	Tax Assessments GRS 1570.1170	GRS 1570.1170.9	superseded plus 3 years	follow State GRS	recycle
Receipt Books	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Reference Sources	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.8	until obsolete	follow state GRS	recycle
Reference Sources	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.80	until obsolete	follow State GRS	recycle

Remittance Advice from the State	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years if they can't be re-printed; otherwise until audit complete	recycle
Requests for Proposals	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.83	expired plus 3 years	follow State GRS	recycle
Resignation from a board or committee	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Selectboard orders	financial files	Accounting Records 1000.1002	GRS-1000.1002.102	until audit complete	7 years	recycle
Spreadsheets-financial/accounting	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Spreadsheets-bid comparisons	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.104	expired plus 3 years	follow State GRS	recycle
Studies	miscellaneous file cabinets	Administrative Policy Records 1000.1102	GRS 1000.1102.116	Permanent	Permanent	archival files in vault
Tax Appeal Decisions	miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1173.133	closed plus 3 years (but a copy is supposed to be in the grand list book)	follow State GRS	recycle, but put a copy in the grand list book
Tax Appeal files	miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.36	closed plus 3 years	follow State GRS	recycle
Tax Appeal Notice of Hearing	on town website	Tax Appeals GRS 1570.1108	GRS 1570.1173.50	closed plus one year	follow State GRS	delete from website

Tax Appeal Requests	miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.67	closed plus 3 years	follow State GRS	recycle
Tax bills	financial files	Tax Assessments GRS 1570.1170	GRS 1570.1170.182	closed plus 3 years	7 years	shred (state payment info is exempt)
Tax Books	vault	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Tax Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Timesheets	financial files	Payroll Records 1009.1103	GRS-1009.1103.144	audit plus 1 year	7 years	recycle
Town Plan	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	Record in town record book and put a copy in the archival files
Town Plan, drafts and record of adoption	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	archival files in vault
Town Report	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.144	Permanent	Permanent	Bind 2 copies
Unemployment report	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
W-2	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
W-4	financial files	Payroll Records 1009.1103	GRS-1009.1103.170	Keep until superseded, plus 4 years	7 years	shred

Wage garnishments	personnel files	Payroll Records 1009.1103	GRS- 1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
WHT-434	financial files	Payroll Records 1009.1103	GRS- 1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
WHT-436	financial files	Payroll Records 1009.1103	GRS- 1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred