

**TOWN OF ROCKINGHAM  
BELLOWS FALLS VILLAGE CORPORATION**

**GENERAL RECORDS RETENTION SCHEDULE POLICY**

**Purpose**

A disposition requirement is how an agency must dispose of a record from its legal custody once retention requirements have been met. Disposition is based on the record's appraisal value. If the record has been appraised as non-archival it will be destroyed after retention requirements are met. If appraised as archival the record will be transferred to the municipal archives for permanent preservation and access. The disposition requirements are outlined in the Vermont State Archives & Records Administration documents titled "Disposition Requirements", "Appraisal Values", and "Retention Requirements".

**Policy**

General Record Schedules (GRS) have been developed by the Vermont State Archives and Records Administration (VSARA) to provide consistency in recordkeeping by Vermont public agencies (any unit of State or local government) for common functions and activities. The entire GRS can be found at the Rockingham Town Hall Municipal Manager's Office & the Rockingham Town Clerk's Office.

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 the Town of Rockingham/Bellows Falls Village Corporation General Records Retention Schedule Policy. Any GRS that will specifically not be used will also be noted in a policy appended to and kept with this policy.

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 V.S.A. § 317a.

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.

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Electronic records including e-mails and attachments that can be clearly recognized and treated as on Transitory Records under GRS-1000.1000 for Transitory Records may be deleted in electronic form as soon as they are legitimately classified as obsolete.

Electronic records including, but not limited to, e-mails and attachments that are not Transitory Records and that may require longer retention under other GRS or Disposition Orders will, by Municipal Policy, be printed and retained with other related paper records, for the applicable retention times; upon such printing, the paper copies shall be considered to be the copies of the record, and electronic versions may usually be deleted. An exception should be recognized for records which can only be fully rendered and used in electronic form. (For example, but not limited to: spreadsheets containing formulas which should be preserved in native format for the full designated retention time.

**Procedures**

The Town of Rockingham and Bellows Falls Village Corporation will follow the Disposition Requirements as described by the Vermont State Archives & Records Administration as follows:

A disposition requirement is how an agency must dispose of a record from its legal custody once retention requirements have been met. Disposition is based on the record's appraisal value. If the record has been appraised as non-archival it will be destroyed after retention requirements are met. If appraised as archival the record will be transferred to the municipal archives for permanent preservation and access. The disposition requirements below represent actions that an agency must take once a record has met its retention requirement.

<b>Disposition</b>	<b>Description</b>	<b>Usage</b>
Archives	Retain permanently. These records are eligible for transfer to the municipal archives	Assigned to records that have been appraised as having archival value and are therefore permanent records.
Confirm	Confirm disposition with the Vermont State Archives and Records Administration after retention requirement has been met.	Assigned to records that are maintained in a centralized database or information system or are appraised as conditional archival.
Destroy (General)	Destroy by recycling or deleting the record.	Assigned to records that have been appraised as non-archival and are not exempt from public access. Agency discretion advised for general record schedules.
Destroy (Shred)	Destroy by shredding (includes electronic shredding)	Assigned to records that have been appraised as non-archival and are exempt from public access or contain sensitive information.

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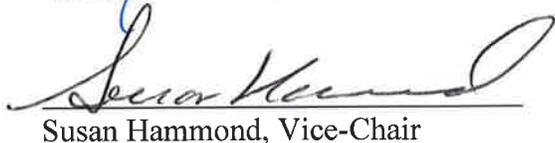
Unappraised	Default value for records that have not been appraised.	Assigned to records that have not been appraised and do not yet have retention or disposition requirements.
Weed	Separate records that meet the conditions of a "Vermont Archival Record" from those that do not (temporary).	Assigned to records that have been appraised as conditional archival. Upon weeding the temporary records from the archival records, transfer archival records to municipal archives and destroy temporary records.

The Town of Rockingham and Bellows Falls Village Corporation hereby adopts VSARA's General Record Schedules that are in effect as of this date, June 10, 2014, along with forthcoming revisions and additions to the GRS. The Town/Village also understands that any records not covered by General Record Schedule must be covered by an existing disposition order or agency-specific record schedule.

Rockingham Selectboard



Thomas MacPhee, Chair



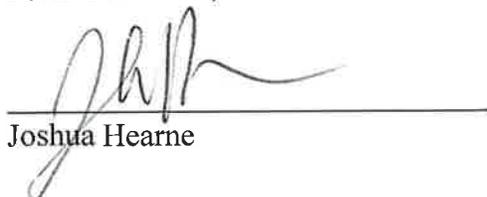
Susan Hammond, Vice-Chair



Ann DiBernardo

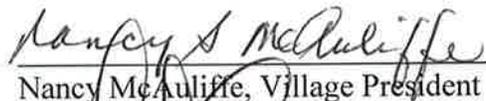


Peter Golec



Joshua Hearne

Bellows Falls Village Trustees



Nancy McAuliffe, Village President



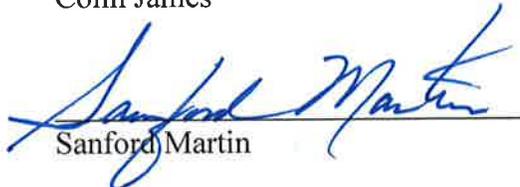
Stefan Golec



Charles Hunter



Colin James



Sanford Martin