

*Town of Orange*  
Records Management and Retention Policy

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**Article 1. Authority:** Under the authority granted by the Town of Orange Selectboard we hereby adopt the following policy concerning Records management and Retention.

**Article 2: 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 Orange employees conform with and aware of those mandates.

**Article 3: Scope:** All Town of Orange 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.”

**Article 4: Policy Statement:** It is the policy of Town of Orange to comply with 1 V.S.A 31 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.

**Article 5: General Records Schedules and Disposition Orders:** Vermont State Archives and Record’s Administration’s (hereafter referred to as VSARA) General Records Schedule (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 In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.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.

**Article 6: Records Management Guideline:** On an annual basis beginning in August 2020 and every August thereafter, the Town of Orange will review and dispose of any records that have been completed, closed, expired or superseded as specified in the Record Retention Schedule below provided that: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 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 Orange.

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 Orange to transfer files to future file formats.

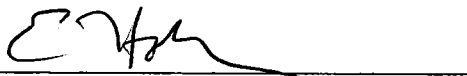
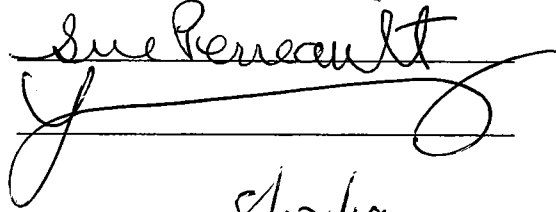
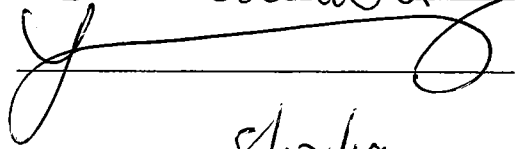
To bring the Town of Orange into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in June 2020.

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

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**Article 7: References:** The following references are used for determining the record retention schedule:  
Disposition Order (DO), State of Vermont Agency of Administration, Public Records Division, State of Vermont General Record Schedule (GRS) and VSARA and the Environmental Protection Agency

**Article 8: Effective Date:** This policy shall become effective immediately upon its adoption by the Selectboard

Signatures:   
  


Date: 8/12/19