

# Town of Underhill

## Records Retention Policy

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Under Vermont law: "A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule approved by the state archivist pursuant to 4 V.S.A. § 117(a)(5)."

The General Record Schedules ("GRS"), of the Vermont State Archives & Records Administration can be adopted and applied by any unit or State of Local Government. The town of Underhill adopts all existing policies as listed below as of their approved dates and any that will be adopted by VSARA in the future. Any modification to the any GRS will be done by internal town policy.

Accounting Records (GRS-100.1002). Approved January 2011  
Administrative Policy Records (GRS-1000.1102). Approved March 2009  
Appointment Records (GRS-1492.1004). Approved April 2012  
Audit Records (GRS-1000.1007). Approved January 2012  
Budget Records (GRS-1000.1012). Approved April 2012  
Contracting Files (GRS-1000.1126). Approved March 2009  
Enforcement Records (GRS-1000.1033). Approved November 2013  
Grants Management Records (GRS-1000.1110). Approved February 2011  
Investigation Records (GRS-1000.1100). Approved October 2012  
Land Use and Related Permits (GRS-1481.1104). Approved December 2011  
Marketing Records (GRS-1000.1062). Approved December 2011  
Monitoring Records (GRS-1000.1063). Approved April 2012  
Operational/Managerial Records (GRS-1000.1103). Approved March 2009  
Payroll Management Records (GRS-1009.1103). Approved May 2010  
Personnel Files (GRS-1304.1103). Approved June 2012  
Professional Services Licensing Files (GRS-1181.1050). Approved December 2009  
Tax Appeals (GRS-1570.1108). Approved July 2014  
Tax Assessments and Related Records (GRS-1570.1170). Approved July 2014  
Transitory Records (GRS-1000.1000). Approved December 2010



Town Clerk/Treasurer  
As Custodian of Records



Finance Director  
As Custodian of Personnel and Finance Records

Dated: January 1, 2015