

INTRODUCTION

General Record Schedules (GRS) are developed by the Vermont State Archives and Records Administration (VSARA) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities. Any Vermont public agency may adopt any or all of the requirements in a general record schedule approved by the Vermont State Archivist. Adopting an approved GRS means that the agency agrees to implement, at a minimum, the retention and disposition requirements outlined in the GRS (where applicable). An agency does NOT have to create or receive all of the records listed in the GRS to adopt the GRS.

NOTICE OF ADOPTION

State agencies MUST submit a [Notice of Adoption \(VSARA-11\)](#) to the Vermont State Archives and Records Administration. Use of a GRS to destroy records is not permitted until this notification has been acknowledged by the Vermont State Archivist. If a GRS does 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 agency specific record schedules through VSARA's [Targeted Assistance Program](#) (TAP). The Notice of Adoption (VSARA-11) is not required for local agencies.

INTERNAL POLICIES

Internal policies must be established to assure that the requirements outlined in any General Record Schedule are being applied across the agency. GRS numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.

Flexibility in Retention Requirements

Retention requirements in the GRS are minimum requirements. This means that public agencies have the flexibility to increase retention requirements when there is an administrative or legal need to do so.

Internal Policy Review and Approval

Internal policies do not need to be reviewed or approved by VSARA unless the agency wishes to use the State Records Center or transfer records into the Vermont State Archives.

RECORDS NOT COVERED BY GENERAL RECORD SCHEDULES

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 agency specific record schedules through VSARA's Targeted Assistance Program (TAP). Agencies may not, however, continue to use any disposition orders that have been effectively superseded by a general record schedule.