

---

**How to Use GRS-1000.1102 for Administrating Records and Files**

General Record Schedules (GRS) are developed by the Vermont State Archives and Records Administration 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 any general record schedule approved by the Vermont State Archivist. Adopting an approved GRS means that the agency agrees to implement 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; however, an agency must create an internal policy on how this schedule is to be used.

***To use this GRS, state agencies MUST submit a Notice of Adoption form (VSARA-11) to the Vermont State Archives and Records Administration. Use of a GRS to destroy records is not permitted until a completed VSARA-11 form has been acknowledged by the Vermont State Archivist. Municipal agencies do not need to submit this notice.***

All public agencies are responsible for developing their own internal policies and procedures to assure that the requirements outlined in this GRS are being applied across the the agency. Record ID numbers must be cited in all policies (the record ID is located under each record listed on the GRS). Records listed on the record schedule that need to be retained until OBSOLETE must be supported by an internal policy that clearly states a specific retention requirement that best meets the agency or department's administrative needs.

***The minimum retention requirements listed in this GRS may only be applied if there are no specific laws or regulations that require a longer period of retention.***

Records custodians, officers and liaisons are responsible for evaluating this 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. If laws or regulations require a longer retention, the internal policy created by the agency for use of this GRS must explicitly state the longer retention. Agencies shall not develop an internal policy with retention requirements lower than the minimum requirements listed in the GRS.

***Transferring records to the State Records Center or State Archives requires a transfer agreement (VSARA-12) from the Vermont State Archives and Records Administration and additional documentation. See the ARCHIVES AND RECORDS MANAGEMENT HANDBOOK for related forms, definitions and additional procedures.***

The Targeted Assistance Program (TAP) is the proper venue to seek agency specific record schedules if a GRS cannot be effectively applied. Records scheduled to be retained as ARCHIVES are not eligible for transfer into the State Records Center unless they will be transferred to the State Archives when retention requirements have been met.

**Archives and Records Management Handbook** <http://vermont-archives.org/records/handbook>

## GRS-1000.1102: Administrative Policy Records

**Classification:** GENERAL (Administering)

**Scope:** Reserved for activities and transactions that relate to or affect, in a specific manner, the administration of a public agency and the formulation or development of policy. Does not include rulemaking pursuant to the Administrative Procedure Act.

**Directive:** Administrative policy records have the potential to have continuing value if they provide evidence of deliberations, decisions, and actions relating to policy or major administrative issues.

**Review Laws:** **Yes** *If yes, review legal references for possible exemptions to public use and inspection.*

### RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Minimum Retention/Disposition:
Agendas <i>ID: 1000.1102.4</i>	Use for written lists or programs of things to be done or considered. Minutes must accurately reflect the agenda otherwise agendas should follow the retention for minutes. Includes significant supporting materials.	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Agreements <i>ID: 1000.1102.5</i>	Use for formal agreements, such as interagency agreements and memorandums of understanding, concerning policies and procedures. Includes significant supporting materials.	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
Calendars <i>ID: 1000.1102.19</i>	Use for schedules of meetings and related events.	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1000.1102.28</i>	Use for any correspondence transmitted or received that relates to day-to-day office administration. Includes general internal and interagency correspondence and correspondence with the public on routine matters.	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1000.1102.53</i>	Use for any correspondence transmitted or received that has significant administrative value and/or documents policy development. Includes opinions and memoranda of decisions. Includes significant supporting materials.	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
Drafts <i>ID: 1000.1102.37</i>	Use for all preliminary or tentative versions of documents that were never put into practice or applied by the agency. If applied, schedule according to the draft's purported record type.	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Minutes <i>ID: 1000.1102.59</i>	Use for records of what was said and done at meetings by a public body, as required pursuant to 1 V.S.A. § 312, and/or for minutes documenting policy development. Includes significant supporting materials.	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives
Notices, Legal <i>ID: 1000.1102.50</i>	Use for official, written statements, notices, or announcements that are required by law.	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)

## GRS-1000.1102: Administrative Policy Records

Plans (reports) <i>ID: 1000.1102.69</i>	Use for strategic plans and similar planning documents, usually required by State or Federal law, documenting agency or program goals, objectives and plans for the future. Includes significant supporting materials.	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
Policies <i>ID: 1000.1102.70</i>	Use for written statements that outline agency or program guiding principles or general courses of action. Includes significant supporting materials.	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
Press releases <i>ID: 1000.1102.72</i>	Use for official agency statements distributed to the press that relate to the agency's administration and/or the formulation or development of policy.	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Procedures <i>ID: 1000.1102.73</i>	Use for sets of substantive instructions or procedures that govern the administration of a public agency and/or policy development. Does not include rules adopted pursuant to the Administrative Procedure Act.	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
Reference sources <i>ID: 1000.1102.80</i>	Use for sources of information, such as subject files, publications, and copies of other records, that are referenced as needed.	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Reports <i>ID: 1000.1102.144</i>	Use for annual reports and similar reports, usually required by State or Federal law, documenting activities and accomplishments. Includes significant supporting materials.	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives
Studies <i>ID: 1000.1102.116</i>	Use for studies conducted by or for a public agency or program that relate to the agency's administration and/or the formulation or development of policy. Includes significant supporting materials.	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

See attached APPENDIX for legal references.

## LEGAL REFERENCES

### APPENDIX TO GRS-1000.1102

**Disclaimer: Please Read.**

State and Federal laws and regulations used in the development of GRS-1000.1102 are listed below. Legal references listed in this appendix do not constitute legal advice and shall not be used as a substitute for the legal advice of legal counsel qualified to give advice on the applicability of this general schedule for an agency's records.

#### GRS-1000.1102: Administrative Policy Records

- |   |                                  |
|---|----------------------------------|
| > 1 V.S.A. § 310 (Definitions [relating to common law; general rights])           | <i>Review for Exemption:</i> No  |
| > 1 V.S.A. § 311 (Declaration of public policy; short title)                      | <i>Review for Exemption:</i> No  |
| > 1 V.S.A. § 312 (Right to attend meetings of public agencies)                    | <i>Review for Exemption:</i> Yes |
| > 1 V.S.A. § 313 (Executive sessions)   | <i>Review for Exemption:</i> Yes |
| > 1 V.S.A. § 314 (Penalty and enforcement [for Vermont open meeting law])         | <i>Review for Exemption:</i> No  |
| > 1 V.S.A. § 315 (Statement of policy [for free and open examination of records]) | <i>Review for Exemption:</i> Yes |
| > 1 V.S.A. § 316 (Access to public records and documents)                         | <i>Review for Exemption:</i> No  |
| > 1 V.S.A. § 317 (Definitions; public agency; public records and documents)       | <i>Review for Exemption:</i> Yes |
| > 1 V.S.A. § 318 (Procedure [for producing records for public inspection])        | <i>Review for Exemption:</i> No  |
| > 1 V.S.A. § 319 (Enforcement [of Vermont public records law])                    | <i>Review for Exemption:</i> No  |
| > 1 V.S.A. § 320 (Penalties [for denying access to public records])               | <i>Review for Exemption:</i> No  |
| > 3 V.S.A. § 835 (Compilation of [administrative] procedures)                     | <i>Review for Exemption:</i> No  |