

STATE OF VERMONT
GENERAL RECORD SCHEDULE (GRS)
GRS- 1000.1103: Managing Records

How to Use GRS-1000.1103 for Managing 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-1000.1103: Administrative Managerial Records

Classification: GENERAL (Managing)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the day-to-day operations of a public agency and internal workflows and processes. Does not include rulemaking pursuant to the Administrative Procedure Act.

Directive: Administrative managerial records generally concern day-to-day operations, internal workflows and processes that support the agency or program. These records usually have temporary administrative value.

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:
Agreements <i>ID: 1000.1103.5</i>	Use for informal agreements concerning internal and interagency coordination, general management, internal workflows and/or processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
Calendars <i>ID: 1000.1103.19</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: 1000.1103.28</i>	Use for any correspondence transmitted or received that relates to day-to-day office operations. Includes internal and interagency correspondence and correspondence with the public on routine matters.	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Drafts <i>ID: 1000.1103.37</i>	Use for all preliminary or tentative versions of documents that were never put into practice or applied by the agency or program. If applied, schedule according to the draft's purported record type.	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Plans (reports) <i>ID: 1000.1103.69</i>	Use for planning documents related to day-to-day operations, internal workflows and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Procedures <i>ID: 1000.1103.73</i>	Use for sets of instructions and directives that govern general management and/or internal workflows and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)
Reference sources <i>ID: 1000.1103.80</i>	Use for sources of information, such as publications, copies of other records and similar materials that are referenced when needed.	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Reports <i>ID: 1000.1103.144</i>	Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Destroy (General)

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Studies

Use for studies and other evaluations conducted by or for an agency or program that relate to general management, internal workflows and processes. Includes significant supporting materials, including meeting minutes and substantive correspondence.

RETAIN UNTIL: Completed/Closed

PLUS: 3 Year(s)

ID: 1000.1103.116

THEN: Destroy (General)

See attached APPENDIX for legal references.

LEGAL REFERENCES

APPENDIX TO GRS-1000.1103

Disclaimer: Please Read.

State and Federal laws and regulations used in the development of GRS-1000.1103 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.

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| > 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 |