



Groton Free Public Library and Board of Trustees Records Retention Policy

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Purpose

All Vermont public agencies are responsible for creating, managing and disposing records in accordance with State and Federal laws and regulations. This policy exists to ensure that all **Groton Free Public Library Employees and members of the Board of Trustees** are aware of and conform to those mandates.

Scope

All Municipal Library 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."

Policy

It is the policy of the Groton Free Public Library, as a municipal library, to comply with 1 V.S.A. Chapter 5, Subchapter 3 (Vermont's Public Records Act). All written or recorded information, regardless of physical form or characteristics, produced or acquired in the course of municipal library business shall be managed in accordance with record schedules approved by the Vermont State Archivist pursuant to 1 V.S.A. § 317a.

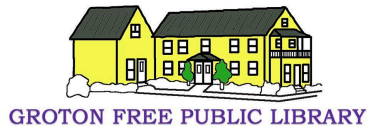
Uniform Laws, Standards, & Procedures

1. [1 V.S.A. §§ 315-320: Access to Public Records](#), including [1 V.S.A. § 317a: Management of Public Records](#)
2. [3 V.S.A. § 117: Vermont State Archives and Records Administration](#)
3. [04 000 CVR 002: Uniform Schedule of Public Record Charges for State Agencies](#)

Record Schedules

Records schedules adopted by the Vermont State Archivist shall govern the management of records, specifically access, retention, and disposition.

- a. **Agency Specific Record Schedules** are approved by the Vermont State Archivist for specific records.
 - i. Municipal Libraries (Administering) Records – SRS-2032.1102
 - ii. Municipal Libraries (General) Records – SRS-2032.1000
 - iii. Municipal Libraries (Managing) Records – SRS-2023.1103
 - iv. Library Patrons (Managing) Records – SRS-2053.1103
- b. **General Record Schedules** are approved by the Vermont State Archivist for all agencies.
 - i. General (Accounting) Records – SRS-1000.1002



MUNICIPAL LIBRARY RECORDS MANAGEMENT DIRECTIVE

On a systematic basis beginning June 1, 2025, the Library will manage its records, regardless of format, in accordance with the Agency Specific Records Schedule created by the Vermont State Archives & Records Administration (VSARA):

(https://sos.vermont.gov/media/hfei51zd/municipallibraries_approvedrecordschedule.pdf).

Temporary records (as listed in VSARA Agency Specific Records Schedule Appendix A) that are completed, closed, expired, or superseded shall be destroyed provided that:

- (1) The record has been authorized for destruction through the records schedule (see Appendix A); and
- (2) The minimum retention requirement for the record, as stated in the applicable record schedule or disposition order, has been fully met.

Records that are required to be retained permanently – or those not yet covered by a record schedule – will not be destroyed and instead will be retained by the Library.

Date Adopted by Board	Summary of Action
December 5, 2024	New policy approved; Adapted from the Vermont Department of Libraries & Vermont State Archives & Records Administration.