

**WASHINGTON AND LAMOILLE COUNTY CLERKS AND TREASURERS MEETING**  
**December 5, 2013, Stone Grill, Morrisville**

**PRESENT**

Carol Dawes (Barre City); Monita Neill, Dawn Slayton, Kim Moulton (Hyde Park); Mary Ann Wilson and Sara Haskins (Morristown); Linda Martin (Wolcott); Bobbi Brimblecombe (Marshfield); Donna Kelty (Barre Town); Rosemary Audibeet (Johnson); Donna Fitch (Calais)

**MINUTES**

The minutes of October 3, 2013 were approved.

**TREASURER'S REPORT**

Bobbi reported there is a balance of \$539.64 in the bank account.

**GUEST SPEAKER**

Trevor Lewis, Vermont State Archives and Records Administration, reported he has received many questions about vaults, especially from new clerks who ask what should be retained in the vault. He handed out "Municipal Vaults – Requirements and Standards." Trevor noted that even if a record is not a public record, it still must meet retention and disposition requirements. He encouraged clerks to call him if they have any questions about general records. There are no statutes covering what should be in a vault. Vault should meet NFPA codes.

Trevor suggested that towns adopt the General Records Schedule. As a starting point, towns could adopt subsets of the schedule. It should be communicated within the town who is responsible for documents, zoning permits for example. The clerk has the authority to accept the General Records Schedule (GRS) for records she is responsible for. The GRS is the bare minimum for a town to accept in relation to records retention. He noted that accounting records can often be cleared out and destroyed. The clerk should have a summary of what is purged and which portion of the GRS is being used. Carol noted that she has set up a spreadsheet showing the date of disposition and the disposal method (shredding for example).

Trevor noted that it is okay to release old school records if the person is deceased.

The VT Records Administration is navigating from old disposition requirements to new. Clerks have requested a searchable document for GRS so that it is easier to find information pertaining to how to deal with a specific record.

Trevor noted that official business conducted via computer is a public record no matter what PC is being used (home or office).

The State offers microfilm at no cost. Trevor said there is no reason to believe the films are deteriorating (as one clerk had mentioned on Muninet). Clerks can request films and check them, and visits to the State storage facility are welcomed.

There was discussion of digital technology and vault users scanning land records. Trevor said that photographing pages will be more difficult to limit as technology advances. It's not damaging to the records, but a clerk can set a policy. He thought the legislature should address this. He said "an image is an image" and clerks should continue to charge \$1 a page.

The State houses microfilms but does not have the capacity to duplicate. There was a request for standards and guidelines for microfilming.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Donna Fitch  
Secretary