



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer
(802) 985-5116

Town Manager
(802) 985-5111

Zoning & Planning
(802) 985-5118

Assessor
(802) 985-5115

Recreation
(802) 985-5110

FAX Number
(802) 985-9550

MUNICIPAL RECORDS RETENTION POLICY

The Town shall retain records for the time periods prescribed in the retention guidelines of the Vermont Secretary of State, and any other applicable requirements of Vermont State Statutes or the United States Internal Revenue Service; after which time records may be disposed of using generally accepted management practices. If records exist for which no specific requirements apply, then the “seven-year standard” under IRS rules for tax records shall apply.

Individual payment stubs and payment receipts related to property tax billing and payments, and water/sewer billing and payments, shall be retained for seven years and then discarded*.

The Town may choose to retain documents or materials which are deemed to have historical value for any period of time the Town finds appropriate.

Approved by the Shelburne Selectboard on August 14, 2018.

*Updated on June 25, 2019