

Town of Richmond

Billing Retention Policy

I. Purpose

The purpose of this policy is to require that all billing created by the Town of Richmond be retained in a readily accessible format for record keeping purposes.

II. Background

The Richmond Selectboard creates bills, or invoices, for a variety of revenue purposes, including but not limited to: tax bills; water bills; sewer bills; payment in lieu of taxes; or miscellaneous goods and services provided to others. This policy establishes a procedure to maintain copies of these records for inspection at a later date.

III. Billing Retention Policy

A. Administrator and Coordinators

The Finance Director is charged with creating bills and invoicing clients or vendors. The Finance Director will maintain copies of all bills, invoices or statements related to collection of revenue. These copies may be in a paper format, or where allowed by law, an electronic format. The Town Clerk is in charge of the records retention schedules and providing permission to remove or destroy records covered under this policy.

B. Scope of Use, Procedure

Copies of all billing will be made by the Finance Director, who will arrange to make these copies available to those who require them. Once they are no longer legally required to be kept, the Finance Director may request their removal or destruction. It is permissible under this policy to retain these records longer than legally necessary.

C. Penalties


Penalties for violation of this policy may be discipline under the town's Personnel Policies for town employees.

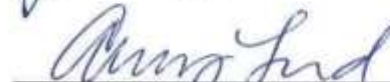
DATED AT RICHMOND, VERMONT, THIS 21 DAY OF May, 2012

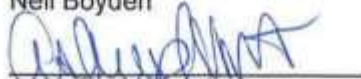
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