

STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS	RESCINDING MEMO: OUTDATED DEPARTMENT OF CORRECTIONS POLICY DOCUMENTS	Page 1 of 2
Local Procedure(s) Required: No. Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.		
Approved:		
<u>SIGNED</u> Nicholas J. Deml, Commissioner	<u>02/22/2023</u> Date Signed	<u>03/08/2023</u> Date Effective

The purpose of this Rescinding Memo is to rescind the following five Department of Corrections’ (DOC) policy documents:

1. #254.05, *Sealed & Expunged Records – Field*, dated 3/31/2016. This document is outdated and no longer reflects current practice. When staff receive a request to seal or expunge the record of an individual under the custody or supervision of the DOC, they shall process it in accordance with the *Expungement and Sealing OMS Technical Guide*, located on the OMS SharePoint site. Any questions should be directed to the Sentence Computation Unit at ahs.doccourtdocuments@vermont.gov; and
2. #433, *Non-Employee (Inmate) Identification Cards*, dated 02/15/2016 and the following associated documents:
 - Interim Memo: *Non-Employee (Inmate) Identification Cards*, dated 11/26/2018;
 - Interim Memo: *Non-Employee (Inmate) Identification Cards*, dated 02/03/2020; and
 - OMS technical guide: *Identification Cards*, dated 02/15/2016.

These documents are outdated and no longer reflect current practice. The current process will be documented in the revised case management

manual. In the interim, please contact a Facilities Operations Manager with any questions.