

<p style="text-align: center;"><b>STATE OF VERMONT</b> <b>AGENCY OF HUMAN SERVICES</b> <b>DEPARTMENT OF CORRECTIONS</b></p>	<p style="text-align: center;"><b>RESCINDING MEMO:</b> <b>OUTDATED DEPARTMENT OF</b> <b>CORRECTIONS POLICY</b> <b>DOCUMENTS</b></p>	<p style="text-align: center;">Page 1 of 1</p>						
<p><b>Local Procedure(s) Required:</b> No <b>Applicability:</b> All staff (including contractors and volunteers) <b>Security Level:</b> “B” – Anyone may have access to this document.</p>								
<p><b>Approved:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;"><u>SIGNED</u></td> <td style="width: 30%; border: none;"><u>08/30/2023</u></td> <td style="width: 30%; border: none;"><u>09/13/2023</u></td> </tr> <tr> <td style="border: none;">Nicholas J. Deml, Commissioner</td> <td style="border: none;">Date Signed</td> <td style="border: none;">Date Effective</td> </tr> </table>			<u>SIGNED</u>	<u>08/30/2023</u>	<u>09/13/2023</u>	Nicholas J. Deml, Commissioner	Date Signed	Date Effective
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Nicholas J. Deml, Commissioner	Date Signed	Date Effective						

The purpose of this memo is to rescind the following two Department of Corrections’ (DOC) policy documents:

1. Interim Revision Memo: *Case Staffing Forms*, dated 01/09/2012. This document is outdated. All relevant information can be found in the policy 371.02, *Case Management*, dated 12/01/2016, and its supporting documents.
2. Policy #208, *Collection Agency Policy*, dated 12/20/1998. This topic is covered in the APA Rule #17-043, *Use of a Private Agency for the Collection of Fees, Fines, and Restitution and for Administrative Servicing of Some Cases*, dated 07/21/2017.