



## Vermont Community Broadband Board (VCBB) Public Records Request Form

Date:

1. First Name:	2. Last Name:
3. Preferred Pronoun:	4. Organization Name:
5. Address:	6. Address 2:
7. City/Town:	8. State/Province:
9. Country:	10. Zip/Postal Code:
11. Phone number – wk:	12. Cell:
13. Email:	14. Confirm email:
15. Please describe the records you are requesting and provide as much specificity as possible, including applicable date ranges. (Limited numbers of characters – Use Supplement page if needed)	

**Please take note of the following disclaimer:**

- i. This public records request, including any associated correspondence, will be considered a public record in its entirety. As such, it will be made available to any member of the public upon request.
- ii. Do not include any sensitive information, such as medical information, financial account numbers, or Social Security numbers. VCBB will contact you if additional information is required.
- iii. Submission of this form via email does not constitute receipt of it by VCBB. Your public records request will be considered to be received on the next business day following the date of the email submission.

**Agreement:**

I agree that I have read the directions and disclaimers on this form and that the information I have provided is accurate to the best of my knowledge. By submitting this form via email, it is equivalent to an electronic signature and date of submittal.

**Public Records Officer for VCBB**

Ginny Raboin, Legal Administrator and Board Management, [ginny.raboin@vermont.gov](mailto:ginny.raboin@vermont.gov)

**Public Records by Statute**

The Vermont General Assembly has established guidelines to facilitate access to public records requests.

“It is the policy of this sub-chapter to provide for free and open examination of records consistent with Chapter I, Article 6 of the Vermont Constitution. Officers of government are trustees and servants of the people and it is in the public interest to enable any person to review and criticize their decisions even though such examination may cause inconvenience or embarrassment. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Consistent with these principles, the general assembly hereby declares that certain public records shall be made available to any person as hereinafter provided. To that end, the provisions of this sub-chapter shall be liberally construed to implement this policy, and the burden of proof shall be on the public agency to sustain its action.” [1 V.S.A. § 315](#).

The procedures for requesting public documents are set out in the State Access to Public Records Law at [1 V.S.A. § 316](#). The following sub-sections outline additional considerations of the law:

[§ 317. Definitions: public agency; public records and documents](#)

[§ 317a. Disposition of public records](#)

[§ 318. Procedure](#)

[§ 319. Enforcement](#)

[§ 320. Penalties](#)

Records Exempt from Disclosure [1 V.S.A. § 317\(c\)](#).

Uniform Schedule of Public Record Charges for State Agencies [1 V.S.A. § 316\(d\)](#)

**Uniform Schedule of Public Records Charges for State Agencies**

The following fees have been established as the actual cost of providing a copy of a public record. Note that there are fees for copies of public records that are established by statute that may override the fees established by this schedule.

The following fees may be applied for the following:

- Staff time involved in physically duplicating a record, \$0.33 per minute after the first 30 minutes.
- Senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$0.57 per minute.
- Any other staff time for which cost can be charged and collected under this section, \$0.45 per minute.
- Photocopies, \$0.05 per single-sided page, \$0.09 per double-sided page for pages up to 8.5 by 14 inches.
- Color photocopies, \$1.00 per single-sided page.
- Computer-generated paper copies, \$0.02 per page for pages up to 8.5 by 14 inches.
- Computer diskettes, \$0.28 each for 3.5-inch diskettes.
- Compact discs, \$0.86 each for write-once CD w/case, \$2.31 each for re-writable CD w/case.
- Audio tapes, \$0.81 each.
- Video tapes, \$1.69 each DVDs, \$2.00 each for write-once DVD w/case, \$4.00 each for re-writable DVD w/case.

**Records Exempt from Disclosure**

While the Office of the State Treasurer strongly favors access to public documents and records, exceptions to that general policy of disclosure are listed in [1 V.S.A. § 317\(c\)](#). Certain records are exempt from disclosure and include, among others: documents made confidential by any law, documents which are recognized as being privileged (such as medical records), tax returns, proprietary information and trade secrets, records relevant to active litigation, records relating to negotiation of contracts, and records containing certain types of personal or financial information about individuals.

We will construe these exceptions strictly and resolve any doubts in favor of disclosure.

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**Appeal Process**

If you believe you were wrongly denied a request for public records, you may appeal to the Deputy Treasurer. Please send your appeal to [TRE.Records@vermont.gov](mailto:TRE.Records@vermont.gov).

If email is not an option, mail the request to:

Office of the State Treasurer  
109 State Street, 4th Floor  
Montpelier, VT 05609-6200

If you feel the appeal response is unsatisfactory, you may file an appeal

**Supplement page:**