



# Vermont Open Meetings Law Recordkeeping Chart



Type of Public Body	Types of Records					
	Recordings of meeting	Meeting Agendas	Meeting Minutes	Requests to receive special meeting notices	Announcements about local incidents and findings	Decisions not recorded in minutes
Advisory public bodies	Not Required <sup>1</sup> ; Retain until obsolete	End of the calendar year <sup>2</sup>	Permanent	End of the calendar year <sup>3</sup>	Not Required <sup>4</sup> ; One (1) year after event	Permanent
State decision-making (nonadvisory) public body	(Audio/Video) 30 days after official minutes are approved and posted				Permanent	
Local decision-making (nonadvisory) public body						
Informational meeting preceding an annual meeting	(Video) After the annual meeting's results have been certified					
Informational meetings required for Australian ballot system voting	(Video) After the meeting results have been certified					
Hearings required for rulemaking <sup>5</sup>	1 year after rulemaking is completed					

Unless otherwise marked retention is set in compliance with GRS-2084.1102 Public Bodies Administrative Records minimum retention.

<sup>1</sup> Advisory bodies are not required by Open Meeting Law to create audio or video recordings. If recordings are created, advisory public bodies should keep records according to the Transitory Record Schedule (GRS-1000.1000 or the public body's SRS- equivalent), record type "Notes." Advisory bodies must set time frames for when recordings become "obsolete" in an internal policy. Obsolete means the recording is no longer needed administratively.

<sup>2</sup> If the approved and posted minutes do not accurately reflect the agenda of the meeting or hearing, keep permanently.

<sup>3</sup> If request is submitted in December, the request should be kept for the following calendar year.

<sup>4</sup> Advisory bodies are not required by Open Meeting Law to create announcements about local incidents and findings. If these records are created, advisory public bodies should keep records according to the requirements of the Administrative Policy Record Schedule (GRS-1000.1102 or the public body's SRS- equivalent) record type "Notices, Legal."

<sup>5</sup> Retention is set in compliance with GRS-2087.1128 Administrative Rulemaking minimum retention.