

## STATE OF VERMONT GENERAL RECORD SCHEDULE

Issued to: All Agencies

Last Revised: 3/17/2011



Vermont State Archives and Records Administration  
Vermont Office of the Secretary of State

### GENERAL RECORD SCHEDULES: PUBLIC UTILITIES

- Authority:** A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule approved by the state archivist pursuant to subdivision 117(a)(5) of Title 3. (1 V.S.A. § 317a)
- Scope:** This general record schedule applies to any agency, board, department, commission, committee, branch, instrumentality, or authority of the state or any agency, board, committee, department, branch, instrumentality, commission, or authority of any political subdivision of the state that produces or acquires the records listed on this record schedule in the course of public agency business. Record means any written or recorded information, regardless of physical form or characteristics, and includes electronic or digital records and data. (1 V.S.A. § 317)
- Use:** State agencies MUST have a Notice of Adoption (VSARA-11) acknowledged by the Vermont State Archivist and on file with the Vermont State Archives and Records Administration (VSARA) prior to using any general record schedule. Use of a General Record Schedule (GRS) to destroy records without proper notification is not permitted. In addition, internal policies must be established to assure that the requirements outlined in any GRS are being applied across the agency. General Record Schedule (GRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a. Local public agencies do not have to submit a Notice of Adoption; however, internal policies should clearly cite any general schedules that have been adopted and associated GRS numbers. If a GRS does not meet an agency's legal or administrative needs, the agency should continue to use any applicable disposition orders that have been issued for its records or seek agency specific record schedules through VSARA's Targeted Assistance Program (TAP).
- Exemptions:** It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. 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. Some records listed this record schedule may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** This schedule reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Duplicates or copies of records shall not be retained longer than the original records.

**IMPORTANT NOTICE:** This compilation of general record schedules is applicable to any public agency offering public utility services but does not yet include schedules for all utility services. If your agency offers public utility services that are not yet covered in this compilation, please contact VSARA to initiate a record scheduling project.

**STATE OF VERMONT GENERAL RECORD SCHEDULE**

**GRS-1457.1103: Ratepayer Records**

*GRS-1457.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing Vermont ratepayer information and services provided.*

**Classification:** Ratepayers (Managing)

**Retention:** Retain applications for service, including incomplete applications, until no longer needed administratively and then destroy. General or routine correspondence may also be destroyed when no longer needed administratively.

Agreements, contracts and related records concerning the service provided by the utility to a ratepayer shall be retained until expired, plus an additional three years, and then destroyed.

Records of complaints, claims and similar actions shall be retained until the matter is completed or closed, plus three years, then destroyed.

Notices required by law to be sent to ratepayers shall be retained for one year after the notice is issued then destroyed.

Registries and related compilations of ratepayer information shall be retained for as long as the registry system is in effect. When a registry system is scheduled to be superseded by another system, contact the Vermont State Archives and Records Administration for confirmation of retention requirements.

**Public Access:** Review

**MINIMUM RECORDKEEPING REQUIREMENTS for Specific Ratepayer Records (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Minimum Retention/Disposition:</b>
<b>GRS-1457.1103.5</b> <b>Agreements</b> Public Access: <i>Review</i>	Use for agreements between the ratepayer and utility that are separate from, or in addition to, contracts for service. Includes property owner and landlord agreements; records concerning damage claims, repayment plans, rebates, and similar matters; and relevant supporting material. Use "Contracts" for contracts for service between the ratepayer and the utility.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>GRS-1457.1103.8</b> <b>Applications</b> Public Access: <i>Review</i>	Use for incomplete or unapproved new ratepayer applications. Includes documents that describe or depict proposed services, connection details, and similar plans. Use "Contracts" for contracts for service between the ratepayer and the utility.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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<p><b>GRS-1457.1103.141</b> <b>Authorizations</b> Public Access: <i>Review</i></p>	<p>Use for authorizations from landlords to provide services in their rental units.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1457.1103.21</b> <b>Certificates</b> Public Access: <i>Review</i></p>	<p>Use for documents whereby ratepayers certify that they have received or are entitled to receive a service or rebate. Includes signed service forms and certificates for credit.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1457.1103.170</b> <b>Claims</b> Public Access: <i>Review</i></p>	<p>Use for ratepayers' assertions of damages and requests for compensation as a result.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1457.1103.24</b> <b>Complaints</b> Public Access: <i>Review</i></p>	<p>Use for specific consumer complaints and responses, including reports of complaints received from the Public Service Department or the Better Business Bureau. For aggregate reports of complaints, use SRS-1449.1103.144 (Reports).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1457.1103.26</b> <b>Contracts</b> Public Access: <i>Review</i></p>	<p>Use for signed ratepayer service agreements. Includes supporting material such as specifications or setup information; design details; installation forms; permissions from landlords for service; requests for additional or changed services; requests for disconnection; and significant correspondence, such as collection agency statements and bankruptcy notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>GRS-1457.1103.28</b> <b>Correspondence (Routine)</b> Public Access: <i>Review</i></p>	<p>Use for day-to-day correspondence of a general nature. Includes credit reference letters.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1457.1103.50</b> <b>Notices, Legal</b> Public Access: <i>Review</i></p>	<p>Use for notices required by law to be issued to ratepayers concerning services. Includes disconnection of service notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1457.1103.81</b> <b>Registers</b> Public Access: <i>Review</i></p>	<p>Use for registries containing ratepayer information including billing and/or service address, service history, and completed and pending requests.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>

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*GRS-1457.1103 was approved by the Vermont State Archivist on 3/11/2011.*

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**GRS-1449.1103: Telecommunication Services: Operational Records**

*GRS-1449.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing telecommunication services.*

**Classification:** Telecommunications services (Managing)

**Retention:** Managerial and operational records related to developing, providing or managing telecommunication services generally concern day-to-day operations, internal workflows and processes that support the agency or program. These records usually have temporary administrative value after business processes or requirements supported by the records have been met.

Unless otherwise noted on this schedule, retain managerial and operational records for a minimum of three years after business processes or requirements supported by the records have been met and then destroy.

**Public Access:** Review

**MINIMUM RECORDKEEPING REQUIREMENTS for Specific Telecommunication Services: Operational Records (see APPENDIX E for relat**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Minimum Retention/Disposition:</b>
<b>GRS-1449.1103.112</b> <b>Advertisements</b> Public Access: <i>Review</i>	Use for advertisements and publications issued for marketing purposes, including those published on websites. Includes copies of publications, promotions records, lists of advertisers, and terms and conditions for individual customer contracts kept in compliance with Federal Communications Commission and Public Service Board rules.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
<b>GRS-1449.1103.26</b> <b>Contracts</b> Public Access: <i>Review</i>	Use for requests for proposals, contractor applications and contract files with vendors and other parties, when the contracting process is related to the construction of telecommunications facilities. Includes all required agreements, applications, certificates, permits, licenses and other authorizations for which the contractor is responsible, and other significant supporting materials. Includes active insurance policies.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)

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<p><b>GRS-1449.1103.48</b> <b>Inventories</b> Public Access: <i>Review</i></p>	<p>Use for records relating to individual items of equipment, machinery, apparatus, vehicles, or other physical components integral to the operation and functioning of a utility system, including records of installation, inspection, testing, maintenance, and repair. Also include operation and service manuals and warranty documentation.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1449.1103.50</b> <b>Notices, Legal</b> Public Access: <i>Review</i></p>	<p>Use for notices received or sent that are required by law or regulation and concern operational aspects of providing telecommunication services.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1449.1103.68</b> <b>Plans (drawings)</b> Public Access: <i>Review</i></p>	<p>Use for schematic prints of the agency's facilities and infrastructure, including utility infrastructure route maps located on utility poles and in the underground; specific assignments for each passed address; and system configuration information. Copies used during construction are considered obsolete when the construction project is complete.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1449.1103.69</b> <b>Plans (reports)</b> Public Access: <i>Review</i></p>	<p>Use for plans associated with developing, providing or managing telecommunication services. Includes marketing plans. For strategic plans and similar planning documents, retain permanently and follow the retention requirements for "Plans (reports)" in SRS-1449.1102.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1449.1103.74</b> <b>Publications</b> Public Access: <i>Review</i></p>	<p>Use for marketing publications, including the company website. Includes copies of publications kept in compliance with Federal Communications Commission and Public Service Board rules.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>GRS-1449.1103.144</b> <b>Reports</b> Public Access: <i>Review</i></p>	<p>Use for analytical, managerial, and operational reports, including those relating to accidents or other losses involving staff or facilities; complaints; and prevention. Includes relevant supporting material. Also use for routine reports of telecommunication activities that are required to be filed with State or Federal government on a regular basis, including statements filed through the Federal Communication Commission's Cable Operations and Licensing System (COALS) and disconnection quarterly reports and public, educational, and government (PEG) access reports required by Public Service Board Rule 7.6. For reports of significant importance, use SRS-1449-1102.144 (Reports).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)</p>

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<b>GRS-1449.1103.139</b> <b>Requests</b> Public Access: <i>Review</i>	Use for requests for cablecast time. Includes political files required by 47 CFR 76.1701.	Temporary (Legal)	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Destroy (General)
<b>GRS-1449.1103.116</b> <b>Studies</b> Public Access: <i>Review</i>	Use for reports summarizing findings of evaluations, assessments, surveys and reviews related to developing, providing or managing telecommunication services. Includes significant supporting materials. For studies of significant importance, use SRS-1449.1102.144 (Reports).	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

*GRS-1449.1103 was approved by the Vermont State Archivist on 3/16/2011.*

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**GRS-1449.1102: Telecommunication Services: Policy Records**

*GRS-1449.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of telecommunication services and/or the formulation or development of policy.*

**Classification:** Telecommunications services (Administrating)

**Retention:** Administrative policy records concerning telecommunication services may have continuing value if they provide evidence of deliberations, decisions, and actions relating to policy or major administrative issues. Unless otherwise noted on this schedule, retain administrative policy records for a minimum of three years and then transferred into agency archives.

**Public Access:** Review

**MINIMUM RECORDKEEPING REQUIREMENTS for Specific Telecommunication Services: Policy Records (see APPENDIX E for related leg**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Minimum Retention/Disposition:</b>
<b>GRS-1449.1102.4</b> <b>Agendas</b> Public Access: <i>Review</i>	Use for written lists or programs of things to be done or considered. Minutes must accurately reflect the agenda otherwise agendas should follow the retention for "Minutes."	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>GRS-1449.1102.5</b> <b>Agreements</b> Public Access: <i>Review</i>	Use for formal agreements concerning broad or long term policies and procedures, including but not limited to memoranda of understanding.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
<b>GRS-1449.1102.141</b> <b>Authorizations</b> Public Access: <i>Review</i>	Use for instruments, such as licenses, certificates of public good, and similar authorizations, granted to an agency or program in accordance with law by a competent authoritative body to engage in some transaction, business, or occupation, or to do some act that relates to the administration of the agency or program or the development of policy. Includes waivers.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
<b>GRS-1449.1102.19</b> <b>Calendars</b> Public Access: <i>Review</i>	Use for schedules of meetings and related events concerning the administration of telecommunication services.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)



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<p><b>GRS-1449.1102.27</b> <b>Conveyances</b> Public Access: <i>Review</i></p>	<p>Use for easements, rights of way, and similar records ensuring ownership or permitted access or use of real property or fixtures such as highways, railroads, utility poles, ducts, conduits, etc. Includes significant supporting material such as title search records and notes. Includes plans and drawings.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives</p>
<p><b>GRS-1449.1102.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>Review</i></p>	<p>Use for any correspondence transmitted or received that has significant administrative value and/or documents policy development. Includes opinions and memoranda of decisions. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p><b>GRS-1449.1102.59</b> <b>Minutes</b> Public Access: <i>Review</i></p>	<p>Use for records of what was said and done at meetings by a public body, as required pursuant to 1 V.S.A. § 312, and/or for minutes documenting policy development. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives</p>
<p><b>GRS-1449.1102.50</b> <b>Notices, Legal</b> Public Access: <i>Review</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1449.1102.69</b> <b>Plans (reports)</b> Public Access: <i>Review</i></p>	<p>Use for strategic plans and similar planning documents, usually required by State or Federal law, documenting a telecommunications service provider's goals, objectives and plans for the future. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p><b>GRS-1449.1102.70</b> <b>Policies</b> Public Access: <i>Review</i></p>	<p>Use for written statements that outline a telecommunications service provider's guiding principles or general courses of action. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p><b>GRS-1449.1102.72</b> <b>Press releases</b> Public Access: <i>Review</i></p>	<p>Use for official agency statements distributed to the press that relate to the agency's administration and/or the formulation or development of policy.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>GRS-1449.1102.73</b> <b>Procedures</b> Public Access: <i>Review</i></p>	<p>Use for sets of substantive instructions or procedures that support the administration of telecommunication services, including related master copies of notices and forms. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>

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<b>GRS-1449.1102.144</b> <b>Reports</b> Public Access: <i>Review</i>	Use for annual reports, studies and similar reports, often required by State or Federal law, documenting activities and accomplishments, including major Federal Communication Commission's Cable Operations and Licensing System (COALS) filings. Includes significant supporting materials.	Permanent (Archival)	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives
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<b>GRS-1449.1102.178</b> <b>Tariffs</b> Public Access: <i>Review</i>	Use for schedules of all rates, tolls, charges, and regulations pertaining to all services provided by a utility, including notices of intent to change rates and associated rate change or rate appeal documentation.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)
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**GRS-1449.1102** was approved by the Vermont State Archivist on 3/16/2011.

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## Appendix A: Appraisal Values

*An appraisal value establishes the usefulness or importance of a record after its original purpose has passed. The value of a record also dictates how it must be disposed after retention requirements are met (also see "Retention Requirements"). The appraisal values below represent categories of values that may be assigned to records following the record appraisal process. See "Vermont Archival Records" in the Archives and Records Management Handbook for conditions a record must meet to be appraised as "archival."*

Appraisal Value	Description	Usage
Conditional Archival	Records may have archival value but not always.	Assigned to records that meet the conditions of a "Vermont Archival Record" under special circumstances.
Permanent (Archival)	Records have archival value.	Assigned to records that meet the conditions of a "Vermont Archival Record" and are therefore permanent (archival) records.
Temporary (Administrative)	Records have temporary administrative value.	Assigned to records that do not meet the conditions of a "Vermont Archival Record" but are needed for administrative reasons.
Temporary (Legal)	Records have temporary legal value.	Assigned to records that do not meet the conditions of a "Vermont Archival Record" but have legal requirements governing their retention.
Unappraised	Default value for records that have not been appraised.	Assigned to records that have not been appraised and do not yet have retention or disposition requirements.

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## Appendix B: Public Access Requirements

*A public access requirement is the availability of a record for public use and inspection pursuant to 1 V.S.A. §§ 315-320. Unless exempt from public inspection and copying pursuant to 1 V.S.A. § 317, records are expected to be promptly produced for public inspection upon request. Public agencies shall follow the procedure outlined in 1 V.S.A. § 318. The access requirements below represent actions agencies must take based on specific laws associated with the accessibility of their records. With general record schedules, the default requirement is always REVIEW unless it is clear that certain records are wholly exempt from public use and inspection pursuant to 1 V.S.A. § 317. Agencies using general record schedules should defer to their internal policies for specific access requirements.*

Access	Description	Usage
Exempt	Records shall not be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320.	Assigned to records that are wholly exempt from public use and inspection pursuant to 1 V.S.A. § 317.
General	Records may be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320.	Assigned to records that are not exempt from public inspection and copying pursuant to 1 V.S.A. § 317.
Redact	Records contain specific information that shall not be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320.	Assigned to records that contain specific information that is exempt from public inspection and copying pursuant to 1 V.S.A. § 317 and require exempt information to be redacted from the records prior to public use, inspection and/or copying.
Review	Records may be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320 but not always. Default value for general schedules, which require agencies to establish internal policies.	Assigned to records that are generally not exempt from public inspection and copying pursuant to 1 V.S.A. § 317 but, in limited circumstances, may be exempt. Internal review and/or policy is required.

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## Appendix C: Retention Requirements

*A retention requirement is the length of time a record must be retained by an agency before it may be destroyed or transferred to the State Archives or an agency archives (also see "Disposition Requirements"). The retention requirements below represent events or triggers that cause records to move from an active to inactive state. An "event" is tied to a specific time requirement: i.e. Retain Until "Calendar Year Ends" PLUS 3 Years.*

Retention	Description	Usage
Audit Complete	Retain until an audit or verification is complete.	Assigned to records that are actively used or needed until the information contained therein has been audited or verified.
Calendar Year Ends	Retain until the end of the calendar year.	Assigned to records that are actively used or needed until the end of the calendar year.
Completed/Closed	Retain until the activity or process supported by the record is completed.	Assigned to records that are actively used or needed until the activity is formally completed, closed, or finalized (includes appeals).
Expired	Retain until the conditions or requirements supported by the record are satisfied and no further action is needed.	Assigned to records that are actively used or needed until the conditions or requirements are satisfied and complete.
Fiscal Year Ends	Retain until the end of the fiscal year.	Assigned to records that are actively used or needed until the end of the fiscal year.
Life of Asset Ends	Retain for the life of the person, structure, object, organization, etc. that is the subject of the record.	Assigned to records that are actively used or needed for the life of person, structure, object, organization, etc.
Obsolete	Retain until the record is no longer needed and is valueless.	Assigned to records that have limited administrative value and may be purged when they no longer have any administrative value. Agency must develop internal policy that states when records no longer have administrative value.
Superseded	Retain until the record is superseded, updated, or revised.	Assigned to records that will be superseded, updated, or revised.

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## Appendix D: Disposition Requirements

*A disposition requirement is how an agency must dispose of a record from its legal custody once retention requirements have been met. Disposition is based on the record's appraisal value. If the record has been appraised as non-archival it will be destroyed after retention requirements are met. If appraised as archival the record will be transferred to the State Archives or agency archives for permanent preservation and access. The disposition requirements below represent actions that an agency must take once a record has met its retention requirements.*

Disposition	Description	Usage
Archives	Retain indefinitely. These records are eligible for transfer to the State Archives or agency archives.	Assigned to records that have been appraised as having archival value and are therefore permanent records.
Confirm	Confirm disposition with the Vermont State Archives and Records Administration after retention requirement has been met.	Assigned to records that are maintained in a centralized database or information system or are appraised as conditional archival.
Destroy (General)	Destroy by recycling or deleting the record.	Assigned to records that have been appraised as non-archival and are not exempt from public access. Agency discretion advised for general record schedules.
Destroy (Shred)	Destroy by shredding (includes electronic shredding).	Assigned to records that have been appraised as non-archival and are exempt from public access or contain sensitive information.
Unappraised	Default value for records that have not been appraised.	Assigned to records that have not been appraised and do not yet have retention or disposition requirements.
Weed	Separate temporary records from archival records in accordance with the approved records schedule.	Assigned to records that have been appraised as conditional archival. Upon weeding the temporary records from the archival records, transfer archival records to the Archives.

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## Appendix E: Legal References

GRS-1457.1103: Ratepayer Records		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy [for free and open examination of records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents	Yes
1 V.S.A. § 318	Procedure [for producing records for public inspection]	No
1 V.S.A. § 319	Enforcement [of Vermont public records law]	No
1 V.S.A. § 320	Penalties [for denying access to public records]	No
12 030 CVR 003	Environmental Protection Rules Chapter 21: Water Supply Rule	No
24 090 CVR 003	Minimum wage	No
24 V.S.A. § 3306	Charges, lien [for unpaid water charges]	No
24 V.S.A. § 3311	Rates [related to water works]	No
24 V.S.A. § 3348	Finances; water rates; application of revenue	No
24 V.S.A. § 3-422	Rates sufficient to pay for services and bonds to be charged	No
24 V.S.A. § 3504	Charges, enforcement	No
24 V.S.A. § 3507	Duties [regarding operation of and rate-setting for sewage system]	No
24 V.S.A. § 3612	Charges; enforcement	No
24 V.S.A. § 3615	Rents; rates [regarding operation of sewage disposal system]	No
24 V.S.A. § 5146	Restoration of service [related to water and sewer]	No
24A V.S.A. § 17-2.4	General powers and duties [of the city of Winooski]	No
24A V.S.A. § 3-422	Rates sufficient to pay for services and bonds to be charged	No

**STATE OF VERMONT GENERAL RECORD SCHEDULE**

<b>24A V.S.A. § 3-438</b>	Same-regulation [related to public service board]	No
<b>30 000 CVR 001</b>	Board rules (1.000 and 2.000) [related to Public Service Board]	No
<b>30 000 CVR 003</b>	Ratepayer deposits for gas, electric, water, telephone, and cable television service (3.200)	No
<b>30 000 CVR 004</b>	Disconnection of residential gas, electric, and water service (3.300)	No
<b>30 000 CVR 005</b>	Disconnection of cable television service and non-residential electric, gas, and water service (3.400)	No
<b>30 000 CVR 043</b>	8.000 Cable Television	No
<b>30 000 CVR 045</b>	Selection of primary telecommunications carrier (4.700)	No
<b>30 000 CVR 049</b>	7.100 - Continuous emergency access (CEA)	No
<b>30 000 CVR 053</b>	Standards for billing, credit and collections, and customer information for telecommunications carriers (7.600)	No
<b>30 V.S.A. § 209a</b>	Qualified cost mitigation charge orders	No
<b>30 V.S.A. § 212b</b>	Review board on retail sales	No
<b>30 V.S.A. § 226</b>	Rates, hearings, bond	No
<b>30 V.S.A. § 510</b>	Notice to subscribers regarding quality of service [related to cable television systems]	No
<b>40 CFR 141.155</b>	Report delivery and recordkeeping [related to consumer confidence reports]	No
<b>47 CFR 42.6</b>	Retention of telephone toll records	No
<b>47 CFR 64.1120</b>	Verification of orders for telecommunications service	No
<b>47 CFR 76.1602</b>	Customer service—general information [relating to annual notices to customers]	No
<b>47 CFR 76.1620</b>	Availability of signals	No
<b>47 CFR 76.1622</b>	Consumer education program on compatibility	No
<b>47 CFR 76.1716</b>	Subscriber records and public inspection file	No



**STATE OF VERMONT GENERAL RECORD SCHEDULE**

<b>GRS-1449.1103: Telecommunication Services: Operational Records</b>		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy [for free and open examination of records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents	Yes
1 V.S.A. § 318	Procedure [for producing records for public inspection]	No
1 V.S.A. § 319	Enforcement [of Vermont public records law]	No
1 V.S.A. § 320	Penalties [for denying access to public records]	No
10 V.S.A. § 6086	Issuance of [Act 250] permit; conditions and criteria	No
24 V.S.A. § 4303	Definitions [related to municipal and regional planning and development]	No
30 000 CVR 007	Pole attachments (3.700)	No
30 000 CVR 008	Underground utility damage prevention (3.800)	No
30 000 CVR 043	8.000 Cable Television	No
30 000 CVR 053	Standards for billing, credit and collections, and customer information for telecommunications carriers (7.600)	No
30 V.S.A. § 111a	Preexisting utility lines	No
30 V.S.A. § 22	Tax to finance department of public service and public service board	No
30 V.S.A. § 2518	Restriction of right to move poles; action	No
47 CFR 1705	Performance tests (channels delivered)	No
47 CFR 42.4	Index of records	No
47 CFR 42.6	Retention of telephone toll records	No
47 CFR 42.7	Retention of other records	No
47 CFR 76.1614	Identification of must-carry signals	No

**STATE OF VERMONT GENERAL RECORD SCHEDULE**

<b>47 CFR 76.1700</b>	Records to be maintained by cable system operators	No
<b>47 CFR 76.1701</b>	Political file	No
<b>47 CFR 76.1703</b>	Commercial records on children's programs	No
<b>47 CFR 76.1704</b>	Proof-of-performance test data	No
<b>47 CFR 76.1705</b>	Performance tests (channels delivered)	No
<b>47 CFR 76.1706</b>	Signal leakage logs and test data	No
<b>47 CFR 76.1709</b>	Availability of signals	No
<b>47 CFR 76.1713</b>	Complaint resolution	No
<b>47 CFR 76.1715</b>	Sponsorship identification	No
<b>47 CFR 76.1716</b>	Subscriber records and public inspection file	No
<b>9 V.S.A. § 2508</b>	Children's program services	No
<b>VT PSB Docket 7044</b>	Petition of City of Burlington, d/b/a Burlington Telecom, for a certificate of public good to operate a cable television system in the City of Burlington, Vermont	No

**GRS-1449.1102: Telecommunication Services: Policy Records**

*Review for Exemption?*

<b>1 V.S.A. § 311</b>	Declaration of public policy; short title	No
<b>1 V.S.A. § 312</b>	Right to attend meetings of public agencies	Yes
<b>1 V.S.A. § 313</b>	Executive sessions	Yes
<b>1 V.S.A. § 314</b>	Penalty and enforcement [for Vermont open meeting law]	No
<b>1 V.S.A. § 315</b>	Statement of policy [for free and open examination of records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents	Yes
<b>1 V.S.A. § 318</b>	Procedure [for producing records for public inspection]	No

**STATE OF VERMONT GENERAL RECORD SCHEDULE**

<b>1 V.S.A. § 319</b>	Enforcement [of Vermont public records law]	No
<b>1 V.S.A. § 320</b>	Penalties [for denying access to public records]	No
<b>19 V.S.A. § 1111</b>	Permitted use of the right-of-way [related to highways]	No
<b>24A V.S.A. § 3-431</b>	Definitions	No
<b>24A V.S.A. § 3-449</b>	Authority for joint venture for telecommunications	No
<b>3 V.S.A. § 835</b>	Compilation of [administrative] procedures	No
<b>30 000 CVR 002</b>	Rules applicable to more than one type of utility (3.100 and 3.500)	Yes
<b>30 000 CVR 003</b>	Ratepayer deposits for gas, electric, water, telephone, and cable television service (3.200)	No
<b>30 000 CVR 004</b>	Disconnection of residential gas, electric, and water service (3.300)	No
<b>30 000 CVR 005</b>	Disconnection of cable television service and non-residential electric, gas, and water service (3.400)	No
<b>30 000 CVR 007</b>	Pole attachments (3.700)	No
<b>30 000 CVR 008</b>	Underground utility damage prevention (3.800)	No
<b>30 000 CVR 043</b>	8.000 Cable Television	No
<b>30 000 CVR 045</b>	Selection of primary telecommunications carrier (4.700)	No
<b>30 000 CVR 049</b>	7.100 - Continuous emergency access (CEA)	No
<b>30 000 CVR 050</b>	Telephone number resource use and administration (7.300)	No
<b>30 000 CVR 052</b>	Nondominant telecommunications carriers (7.500)	No
<b>30 000 CVR 053</b>	Standards for billing, credit and collections, and customer information for telecommunications carriers (7.600)	No
<b>30 V.S.A. § 102</b>	Petition; hearing; certificate	No
<b>30 V.S.A. § 125</b>	Powers; annual report	No

## STATE OF VERMONT GENERAL RECORD SCHEDULE

30 V.S.A. § 204	Organization; reports of public utility corporations	No
30 V.S.A. § 205	Duty to furnish copies of contracts	No
30 V.S.A. § 22	Tax to finance department of public service and public service board	No
30 V.S.A. § 225	Rate schedules	No
47 CFR 76.1700	Records to be maintained by cable system operators	No
47 CFR 76.1701	Political file	No
47 CFR 76.1703	Commercial records on children's programs	No
47 CFR 76.1704	Proof-of-performance test data	No
47 CFR 76.1706	Signal leakage logs and test data	No
47 CFR 76.1707	Leased access [related to indecent leased access programming]	No
47 CFR 76.1708	Principal headend	No
47 CFR 76.1710	Operator interests in video programming	No
47 CFR 76.1711	Emergency alert system (EAS) tests and activation	No
47 CFR 76.1712	Open video system (OVS) requests for carriage	No
47 CFR 76.1713	Complaint resolution	No
47 CFR 76.1715	Sponsorship identification	No
47 CFR 76.1716	Subscriber records and public inspection file	No
47 CFR 76.225	Commercial limits in children's programs	No
47 CFR 76.601	Performance tests	No
47 CFR 76.701	Leased access channels	No
47 U.S.C. § 503	Rebates and offsets [relating to telegraphs, telephones, and radiographs]	No

**STATE OF VERMONT GENERAL RECORD SCHEDULE**

<b>5 V.S.A. § 3431</b>	Railroad rights-of-way	No
<b>OMB Circular A-102</b>	Grants and cooperative agreements with State and local governments [as amended]	No
<b>OMB Circular A-110</b>	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations	No
<b>OMB Circular A-133</b>	Audits of States, Local Governments, and Non-Profit Organizations	No
<b>OMB Circular A-21</b>	Cost Principles for Educational Institutions	No
<b>OMB Circular A-87</b>	Cost Principles for State, Local, and Indian Tribal Governments	No
<b>VT PSB Docket 7044</b>	Petition of City of Burlington, d/b/a Burlington Telecom, for a certificate of public good to operate a cable television system in the City of Burlington, Vermont	No