

STATE OF VERMONT GENERAL RECORD SCHEDULE

Issued to: All Agencies

Last Revised: 1/31/2013



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

GENERAL RECORD SCHEDULES: STATE LANDS

- 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.

STATE OF VERMONT GENERAL RECORD SCHEDULE

GRS-1254.1114: Land Acquisition Records

Classification: State lands (Acquiring)

GRS-1254.1114: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the acquisition of specific lands or any right and interest therein by the State of Vermont. Use GRS-1254.1103 (Land Management Records) for records relating to the management of state lands and GRS-1254.1146 (Land Relinquishment Records) for records relating to the relinquishment of state lands. For program records related to the administration of state lands, use GRS-1000.1102 (Administrative Policy Records).

Retention: With the exception of legal notices and registers, retain records related to a land acquisition for a minimum of six (6) years after the land or any right and interest therein is relinquished to an entity other than the State of Vermont and then destroy unless the land acquisition itself is considered major or significant. For major or significant land acquisitions, contact the Vermont State Archives and Records Administration (VSARA) for further appraisal; records must meet the criteria of major or significant in "Vermont Archival Records" to be identified as permanent (archival).

Registers or systems that provide for the systematic and regular recording of land acquisition activities shall be retained until the register is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the land acquisition process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

For lands that are not acquired, retain any related records until the time frame for making a decision has expired and then destroy when no longer needed for legal or administrative purposes.

Public Access: Review

MINIMUM RECORDKEEPING REQUIREMENTS for Land Acquisition Records (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Minimum Retention/Disposition:
GRS-1254.1114.5 Agreements Public Access: <i>Review</i>	Use for agreements related to the acquisition of specific lands or any right and interest therein.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
GRS-1254.1114.9 Appraisals Public Access: <i>Review</i>	Use for written statements of evaluation or estimate of the market or other value, cost, utility or other attribute of specific lands or any right and interest therein.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm

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<p>GRS-1254.1114.141 Authorizations Public Access: <i>Review</i></p>	<p>Use for written approvals and similar authorizations related to the acquisition of specific lands, including authorizations to exchange land with an entity other than the State of Vermont.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1114.27 Conveyances Public Access: <i>Review</i></p>	<p>Use for deeds, contracts of sale, leases, rights-of-ways, and other documents or copies conveying ownership of specific lands or an interest therein to the State of Vermont, including easements. If required under state law, conveyances shall be filed for record or recorded with the designated office of record. Contact filing or recording office for requirements.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1114.53 Correspondence (Substantive) Public Access: <i>Review</i></p>	<p>Use for correspondence that has significant administrative value and/or serves as recorded evidence of decisions related to the acquisition of specific lands. Includes proposals to sell or donate land to or exchange land with the State of Vermont.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1114.32 Declarations Public Access: <i>Review</i></p>	<p>Use for official declarations related to the acquisition of specific lands. Includes certificates of title and related title information and Act 250 disclosure statements.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1114.50 Notices, Legal Public Access: <i>Review</i></p>	<p>Use for written notifications or announcements related to the acquisition of specific lands or any right or interest therein.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>GRS-1254.1114.146 Plats Public Access: <i>Review</i></p>	<p>Use for property surveys, boundary surveys and similar records indicating the location and boundaries of specific lands.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1114.81 Registers Public Access: <i>Review</i></p>	<p>Use for registries, recording books and similar records, and systems that provide for the systematic and regular recording of land acquisition activities.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>GRS-1254.1114.36 Supporting material Public Access: <i>Review</i></p>	<p>Use for supplemental records created or received as part of the land acquisition process that are considered relevant to the acquisition of specific lands.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>

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GRS-1254.1114 was approved by the Vermont State Archivist on 1/31/2013.

STATE OF VERMONT GENERAL RECORD SCHEDULE

GRS-1254.1103: Land Management Records

Classification: State lands (Managing)

GRS-1254.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the management of specific state-owned lands and their use. Use GRS-1254.1114 (Land Acquisition Records) for records relating to the acquisition of state lands and GRS-1254.1146 (Land Relinquishment Records) for records relating to the relinquishment of state lands. For program records related to the administration of state lands, use GRS-1000.1102 (Administrative Policy Records).

Retention: Retain conveyances and substantive correspondence related to a specific state land and plans (drawings) of any structures on the land for a minimum of six (6) years after the land or any right and interest therein is relinquished to an entity other than the State of Vermont and then destroy unless the land or its management and use is considered major or significant. For major or significant lands, contact the Vermont State Archives and Records Administration (VSARA) for further appraisal; records must meet the criteria of major or significant in "Vermont Archival Records" to be identified as permanent (archival).

Agreements, plans (reports), reports, and studies related to a specific state land that have significant administrative value shall be retained permanently in accordance with GRS-1000.1102 (Administrative Policy Records).

Registers or systems that provide for the systematic and regular recording of state lands and their management and use and maps shall be retained until superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the land acquisition process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Review

MINIMUM RECORDKEEPING REQUIREMENTS for Land Management Records (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Minimum Retention/Disposition:
GRS-1254.1103.5 Agreements Public Access: Review	Use for formal agreements, such as interagency agreements and memorandums of understanding, concerning the management or use of specific state lands. Includes significant supporting materials. For agreements that have significant administrative value, retain permanently and use the retention requirements for Agreements in GRS-1000.1102 (Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)

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<p>GRS-1254.1103.141 Authorizations Public Access: <i>Review</i></p>	<p>Use for written permissions or approvals received or granted by the State of Vermont that relate to the management or use of specific state lands, including any transfers of jurisdiction and control from one state agency to another. Includes special use permits, licenses, and similar authorizations.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>GRS-1254.1103.26 Contracts Public Access: <i>Review</i></p>	<p>Use for contracts related to the management or use of specific state lands. For detailed records retention requirements for contracts use GRS-1000.1126 (Contracting Files).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>GRS-1254.1103.27 Conveyances Public Access: <i>Review</i></p>	<p>Use for leases, easements, rights-of-way, and other documents or copies conveying right of use and/or occupancy of specific state lands to another entity but not the State of Vermont's ownership or interest therein. Includes addendums and renewals. If required under state law, conveyances shall be filed for record or recorded with the designated office of record. Contact filing or recording office for requirements.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1103.53 Correspondence (Substantive) Public Access: <i>Review</i></p>	<p>Use for correspondence that has significant administrative value and/or serves as recorded evidence of decisions related to the management or use of specific state lands.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>
<p>GRS-1254.1103.57 Maps Public Access: <i>Review</i></p>	<p>Use for maps and other graphic representations, usually drawn to scale, related to the management or use of specific state lands.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>GRS-1254.1103.50 Notices, Legal Public Access: <i>Review</i></p>	<p>Use for written notifications or announcements related to the management or use of specific state lands.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>GRS-1254.1103.68 Plans (drawings) Public Access: <i>Review</i></p>	<p>Use for drawings or diagrams showing the structure or arrangement of something constructed on specific state lands.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm</p>

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<p>GRS-1254.1103.69 Plans (reports) Public Access: <i>Review</i></p>	<p>Use for plans related to the management or use of specific state lands, including asset management, long-range management, and stewardship plans. Includes significant supporting material, addendums, and revisions. For plans (reports) that have significant administrative value, retain permanently and use the retention requirements for Reports in GRS-1000.1102 (Administrative Policy Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>GRS-1254.1103.81 Registers Public Access: <i>Review</i></p>	<p>Use for registries, recording books and similar records, and systems that provide for the systematic and regular recording of state lands and their management and use.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>GRS-1254.1103.144 Reports Public Access: <i>Review</i></p>	<p>Use for reports related to the management and use of specific state lands. For reports that have significant administrative value, retain permanently and use the retention requirements for Reports in GRS-1000.1102 (Administrative Policy Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>GRS-1254.1103.116 Studies Public Access: <i>Review</i></p>	<p>Use for studies related to the management or use of specific state lands, including supporting material. For studies that have significant administrative value, retain permanently and use the retention requirements for Studies in GRS-1000.1102 (Administrative Policy Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>

GRS-1254.1103 was approved by the Vermont State Archivist on 1/31/2013.

STATE OF VERMONT GENERAL RECORD SCHEDULE

GRS-1254.1146: Land Relinquishment Records

Classification: State lands (Relinquishing)

GRS-1254.1146: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the relinquishment of specific state lands or any right and interest therein by the State of Vermont. Use GRS-1254.1114 (Land Acquisition Records) for records relating to the acquisition of state lands and GRS-1254.1103 (Land Management Records) for records relating to the management of state lands. For program records related to the administration of state lands, use GRS-1000.1102 (Administrative Policy Records).

Retention: With the exception of legal notices and registers, retain records related to a land relinquishment for a minimum of six (6) years after the land or any right and interest therein is relinquished to an entity other than the State of Vermont and then destroy unless the land relinquishment itself is considered major or significant. For major or significant land relinquishments, contact the Vermont State Archives and Records Administration (VSARA) for further appraisal; records must meet the criteria of major or significant in "Vermont Archival Records" to be identified as permanent (archival).

Registers or systems that provide for the systematic and regular recording of land relinquishment activities shall be retained until the register is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the land relinquishment process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Review

MINIMUM RECORDKEEPING REQUIREMENTS for Land Relinquishment Records (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Minimum Retention/Disposition:
GRS-1254.1146.5 Agreements Public Access: <i>Review</i>	Use for agreements related to the relinquishment of specific state lands or any right and interest therein.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
GRS-1254.1146.9 Appraisals Public Access: <i>Review</i>	Use for written statements of evaluation or estimate of the market or other value, cost, utility or other attribute of specific state lands or any right and interest therein.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
GRS-1254.1146.141 Authorizations Public Access: <i>Review</i>	Use for written approvals and similar authorizations related to the relinquishment of specific state lands, including authorizations to exchange land with an entity other than the State of Vermont.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm

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GRS-1254.1146.27	Use for deeds, contracts of sale, leases, rights-of-ways, and other documents or copies relinquishing ownership of specific state land or an interest therein to an entity other than the State of Vermont, including easements. If required under state law, conveyances shall be filed for record or recorded with the designated office of record. Contact filing or recording office for requirements.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
Conveyances			
Public Access: <i>Review</i>			
GRS-1254.1146.53	Use for correspondence that has a significant administrative value and/or serves as recorded evidence of decisions related to the relinquishment of specific state lands. Includes proposals to buy land from or exchange land with the State of Vermont.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
Correspondence (Substantive)			
Public Access: <i>Review</i>			
GRS-1254.1146.50	Use for written notifications or announcements related to the relinquishment of specific state land or any right or interest therein.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
Notices, Legal			
Public Access: <i>Review</i>			
GRS-1254.1146.146	Use for property surveys, boundary surveys and similar records indicating the location and boundaries of the land being relinquished.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
Plats			
Public Access: <i>Review</i>			
GRS-1254.1146.81	Use for registries, recording books and similar records, and systems that provide for the systematic and regular recording of land relinquishment activities.	Conditional Archival	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
Registers			
Public Access: <i>Review</i>			
GRS-1254.1146.36	Use for supplemental records created or received as part of the relinquishment process that are considered relevant to the relinquishment of specific state lands.	Conditional Archival	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Confirm
Supporting material			
Public Access: <i>Review</i>			

GRS-1254.1146 was approved by the Vermont State Archivist on 1/31/2013.

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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 or information within a record are 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-1254.1114: Land Acquisition Records		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy [related to 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 [related to producing records for inspection]	No
1 V.S.A. § 319	Enforcement [related to the denial of a request for public records]	No
1 V.S.A. § 320	Penalties [related to court orders for the production of any public agency records]	No
10 V.S.A. § 216	Authority; general powers [related to Vermont economic development authority]	No
10 V.S.A. § 2606	Acceptance of gifts; exchange, purchase or lease of lands	No
10 V.S.A. § 2610	Relocation assistance; when required	No
10 V.S.A. § 321	General powers and duties [related to the Vermont housing and conservation trust fund]	No
10 V.S.A. § 324	Stewardship [related to the Vermont housing and conservation trust fund]	No
10 V.S.A. § 325a	Conservation easement review appraisals	No
10 V.S.A. § 374d	General powers [related to Vermont agricultural credit program]	No
10 V.S.A. § 4047	Fish and wildlife department funds	No
10 V.S.A. § 4144	Acquisition of property by state, closed season.	No
10 V.S.A. § 422	Acquisition of rights and interests in land for scenery protection	No
10 V.S.A. § 441	Statement of purpose [related to the Vermont trails system]	No
10 V.S.A. § 444	Responsibilities of the agency of natural resources	No
10 V.S.A. § 447	Coordination with the agency of transportation [related to the Vermont trails system]	No

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10 V.S.A. § 6007	Act 250 disclosure statement; jurisdictional determination	No
10 V.S.A. § 621	General powers and duties [related to the Vermont housing finance agency]	No
10 V.S.A. § 6302	Power to acquire [related to interest in land by public agencies]	No
10 V.S.A. § 6303	Interests which may be acquired	No
10 V.S.A. § 6305	Exchanges of land	No
10 V.S.A. § 6308	Termination of rights	No
10 V.S.A. § 6553	Powers of the secretary [related to the fragile areas registry]	No
10 V.S.A. § 7011	Powers of the [related to disposal of low-level radioactive waste]	No
10 V.S.A. § 723	Powers of supervisors	No
10 V.S.A. § 905b	Duties; powers [related to wetlands protection and water resources management]	No
10 V.S.A. § 953	Flood prevention contracts under federal programs	No
11 020 CVR 001	Part I: Mobile home parks	No
16 V.S.A. § 3821	Transfer; acceptance [related to the transfer of educational institution property to school district]	No
16 V.S.A. § 3853	Powers [related to educational and health buildings financing agency]	No
19 V.S.A. § 2305	Agency powers and duties [related to bicycle routes and sidewalks]	No
19 V.S.A. § 26	Purchase and sale of property	No
19 V.S.A. § 317	Preservation of historic bridges	No
19 V.S.A. § 502	Authority; precondemnation hearing [related to state highway projects]	No
20 V.S.A. § 2605	Purchase of property [related to fire protection and fire prevention]	No
22 V.S.A. § 723	Duties and powers of division and state historic preservation officer	No
22 V.S.A. § 742	Duties and powers of the council [related to historic preservation]	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

24 V.S.A. § 2206	Recycling centers	No
29 V.S.A. § 162	Easements and rights-of-way [related to department of buildings and general services]	No
29 V.S.A. § 532	State oil and gas leases authorized	No
3 V.S.A. § 103	Documents required to be filed	No
3 V.S.A. § 2825	Duties of the secretary [related to natural resources]	No
30 V.S.A. § 5014	Acquisition of property	No
43 CFR 12	Administrative and audit requirements and cost principles for assistance programs	No
43 CFR 2200	Exchanges: General procedures [related to public lands]	No
49 CFR 18	Uniform administrative requirements for grants and cooperative agreements to state and local governments	No
49 CFR 24	Uniform relocation assistance and real property acquisition for federal and federally-assisted programs	No
5 V.S.A. § 204	Powers of agency generally [related to aeronautics and surface transportation]	No
5 V.S.A. § 209	Payment for acquisition of land	No
5 V.S.A. § 3002	Powers of agency [related to intercity rail passenger service]	No
5 V.S.A. § 3403	Acquisition and modernization [related to state acquisition of railroads]	No
6 V.S.A. § 32	Duties of the secretary of agriculture, food and markets [related to agricultural land development rights acquisition program]	No
7 CFR 3016	Uniform administrative requirements for grants and cooperative agreements to state and local governments [related to agriculture]	No
OMB Circular A-102	Grants and cooperative agreements with state and local governments [as amended]	No
OMB Circular A-110	Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations	No
OMB Circular A-133	Audits of states, local governments, and non-profit organizations	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

OMB Circular A-21	Cost principles for educational institutions	No
OMB Circular A-87	Cost principles for state, local, and indian tribal governments	No

GRS-1254.1103: Land Management Records	<i>Review for Exemption?</i>
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1 V.S.A. § 315	Statement of policy [related to 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 [related to producing records for inspection]	No
1 V.S.A. § 319	Enforcement [related to the denial of a request for public records]	No
1 V.S.A. § 320	Penalties [related to court orders for the production of any public agency records]	No
10 V.S.A. § 1021	Alteration prohibited; exceptions	No
10 V.S.A. § 216	Authority; general powers [related to Vermont economic development authority]	No
10 V.S.A. § 2353	Use districts [related to camel's hump state park and camel's hump state forest reserve]	No
10 V.S.A. § 2353a	Permitted users[related to camel's hump state park and camel's hump state forest reserve]	No
10 V.S.A. § 2601	Policy and purposes [related to the department of forests, parks and recreation]	No
10 V.S.A. § 2603	Powers and duties: Commissioner [related to the department of forests, parks and recreation]	No
10 V.S.A. § 2606a	Mountaintop use as communications sites	No
10 V.S.A. § 2606b	License of forest lands for maple sugar production	No
10 V.S.A. § 2607	Natural areas; designation	No
10 V.S.A. § 2609	Forest parks revolving fund	No
10 V.S.A. § 2611	Vermont youth conservation corps	No
10 V.S.A. § 2622	Rules; harvesting timber; forests	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

10 V.S.A. § 2644	Duties and powers of fire warden	No
10 V.S.A. § 2661	Surveys and investigations [related to the department of forests, parks and recreation]	No
10 V.S.A. § 325a	Conservation easement review appraisals	No
10 V.S.A. § 374d	General powers [related to Vermont agricultural credit program]	No
10 V.S.A. § 4146	Public shooting grounds; establishment	No
10 V.S.A. § 4147	Fish and wildlife lands	No
10 V.S.A. § 423	Improvement of land	No
10 V.S.A. § 444	Responsibilities of the agency of natural resources	No
10 V.S.A. § 447	Coordination with the agency of transportation [related to the Vermont trails system]	No
10 V.S.A. § 5002	Hunting dogs; field trials; fee	No
10 V.S.A. § 5227	Sport shooting ranges; municipal and state authority	No
10 V.S.A. § 621	General powers and duties [related to the Vermont housing finance agency]	No
10 V.S.A. § 7011	Powers of the [related to disposal of low-level radioactive waste]	No
10 V.S.A. § 905b	Duties; powers [related to wetlands protection and water resources management]	No
10 V.S.A. § 953	Flood prevention contracts under federal programs	No
16 V.S.A. § 3853	Powers [related to educational and health buildings financing agency]	No
19 V.S.A. § 1706	Disposal of property [related to limited access facilities]	No
19 V.S.A. § 26	Purchase and sale of property	No
19 V.S.A. § 26a	Determination of rent to be charged for leasing or licensing state-owned property under the agency's jurisdiction	No
19 V.S.A. § 317	Preservation of historic bridges	No
22 V.S.A. § 742	Duties and powers of the council [related to historic preservation]	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

22 V.S.A. § 764	Permits for exploration	No
22 V.S.A. § 766	Reservation of lands to be sold	No
22 V.S.A. § 791	Penalty [related to historic preservation]	No
29 V.S.A. § 162	Easements and rights-of-way [related to department of buildings and general services]	No
29 V.S.A. § 165	Space allocation, inventory, and use; leasing property; commissioner's preapproval required	No
29 V.S.A. § 166	Selling or renting state property	No
29 V.S.A. § 168	State resource management; revolving fund	No
29 V.S.A. § 302	Right of discoverer to work claim	No
29 V.S.A. § 303	Statements to be furnished [related to mines and quarries on public lands]	No
29 V.S.A. § 304	Effect on prior grants [related to mines and quarries on public lands]	No
29 V.S.A. § 306	Bond required to work claim [related to mines and quarries on public land]	No
29 V.S.A. § 403	Encroachment prohibited [related to management of lakes and ponds]	No
29 V.S.A. § 404	Application for construction [related to management of lakes and ponds]	No
29 V.S.A. § 405	Investigation and determination of public good [related to management of lakes and ponds]	No
29 V.S.A. § 408	Permit [related to management of lakes and ponds]	No
29 V.S.A. § 531	Management of state oil and gas resources	No
29 V.S.A. § 532	State oil and gas leases authorized	No
29 V.S.A. § 533	Notice of intention to lease state lands	No
29 V.S.A. § 535	State reservation of oil, gas and minerals	No
29 V.S.A. § 541	Drilling permits [related to natural gas and oil conservation]	No
3 V.S.A. § 103	Documents required to be filed	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

3 V.S.A. § 2222	Powers and duties; budget and report [related to the secretary of administration]	No
3 V.S.A. § 2807	Lands and facilities trust fund	No
3 V.S.A. § 2840	Wind energy generation; state lands	No
30 V.S.A. § 227b	Wireless telecommunications	No
30 V.S.A. § 227e	Leasing or licensing of state land; public notice	No
32 V.S.A. § 3611	Assessment against state easements for flood control projects	No
43 CFR 12	Administrative and audit requirements and cost principles for assistance programs	No
49 CFR 18	Uniform administrative requirements for grants and cooperative agreements to state and local governments	No
5 V.S.A. § 3403a	Emergency repairs to bridges on state-owned railroad property	No
5 V.S.A. § 3405	Lease for continued operation [related to state acquisition of railroads]	No
5 V.S.A. § 3406	Aeronautics and surface transportation generally: Sale or lease of state-owned railroad property for other purposes	No
5 V.S.A. § 3408	Railbanking; notification	No
6 V.S.A. § 32	Duties of the secretary of agriculture, food and markets [related to agricultural land development rights acquisition program]	No
7 CFR 1940	Agriculture - general	No
7 CFR 3016	Uniform administrative requirements for grants and cooperative agreements to state and local governments [related to agriculture]	No
ANR Policy: Lands Management	Public involvement in ANR lands management	No
ANR Policy: Uses of State Land	Uses of state land	No
Bulletin 3.5, Agency of Administration	Contracting Procedures -- 2008 Revision	No
Executive Order (No. 12-02)	West mountain wildlife management area	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

OMB Circular A-102	Grants and cooperative agreements with state and local governments [as amended]	No
OMB Circular A-110	Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations	No
OMB Circular A-133	Audits of states, local governments, and non-profit organizations	No
OMB Circular A-21	Cost principles for educational institutions	No

GRS-1254.1146: Land Relinquishment Records

Review for Exemption?

1 V.S.A. § 315	Statement of policy [related to 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 [related to producing records for inspection]	No
1 V.S.A. § 319	Enforcement [related to the denial of a request for public records]	No
1 V.S.A. § 320	Penalties [related to court orders for the production of any public agency records]	No
10 V.S.A. § 2606	Acceptance of gifts; exchange, purchase or lease of lands	No
10 V.S.A. § 4147	Fish and wildlife lands	No
10 V.S.A. § 5216	Migratory bird reservations; consent of state; jurisdiction	No
10 V.S.A. § 6302	Power to acquire [related to interest in land by public agencies]	No
10 V.S.A. § 6304	Sales of land	No
10 V.S.A. § 6305	Exchanges of land	No
10 V.S.A. § 6308	Termination of rights	No
10 V.S.A. § 6555	Cooperation of agencies [related to the fragile areas registry]	No
19 V.S.A. § 1706	Disposal of property [related to limited access facilities]	No
19 V.S.A. § 26	Purchase and sale of property	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

19 V.S.A. § 31	Abandonment of project; reconveyance [related to state highways]	No
19 V.S.A. § 317	Preservation of historic bridges	No
19 V.S.A. § 502	Authority; precondemnation hearing [related to state highway projects]	No
22 V.S.A. § 766	Reservation of lands to be sold	No
24 CFR 1710	Land registration [related to housing and urban development]	No
29 V.S.A. § 165	Space allocation, inventory, and use; leasing property; commissioner's preapproval required	No
29 V.S.A. § 166	Selling or renting state property	No
3 V.S.A. § 103	Documents required to be filed	No
43 CFR 2200	Exchanges: General procedures [related to public lands]	No
5 V.S.A. § 3406	Aeronautics and surface transportation generally: Sale or lease of state-owned railroad property for other purposes	No
5 V.S.A. § 607	Acquisition by federal government [related to airports and air navigation facilities]	No