



AGENCY SPECIFIC RECORD SCHEDULE FOR: Agriculture, Food and Markets, Agency of

- 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, as defined in 3 V.S.A. § 117(a)(6), that has been approved by the State Archivist. (1 V.S.A. § 317a)
- Scope:** This agency specific record schedule is applicable only to the records listed on this record schedule that are produced or acquired during the course of agency business. Records are 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:** This is an agency specific record schedule (SRS). The agency (Agriculture, Food and Markets, Agency of) may develop its own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied across the agency. For records required to be retained until OBSOLETE, an internal policy that clearly states specific retention requirements that best meet the agency's administrative needs is highly advised. Specific Record Schedule (SRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.
- 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 on 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 agency specific record 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.

Adopted by:

Signature on file. Signed by Secretary Anson Tebbetts on 5/10/2022.

Anson Tebbetts, Agency Secretary / Agriculture, Food and Markets, Agency of

Date

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1418.1102: Administrative Policy Records

SRS-1418.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of the Agency of Agriculture, Food and Markets and the formulation or development of policy. Does not include records of boards administratively attached to the Agency or the written correspondence of the Secretary of the Agency of Agriculture, Food and Markets and his or her deputy.

Classification: Agricultural activities (Adminstrating)

Retention: Records that meet the criteria of major or significant in "Vermont Archival Records" and identified as permanent (archival) shall be transferred to the agency archives or the Vermont State Archives and Records Administration. Other records shall be retained as specified in this schedule.

Transitory records created or received during day-to-day operations of the Agency shall be weeded as appropriate in accordance with SRS-1418.1000 (Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1418.1102 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1418.1102.5 Agreements Public Access: <i>General</i>	Use for formal agreements entered into by the Agency, such as interagency agreements and memorandums of understanding. Includes significant supporting material. Use "Grants" for agreements and supporting materials related to awards from a Federal or other agency.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
SRS-1418.1102.141 Authorizations Public Access: <i>General</i>	Use for written permissions required by law from the Agency to allow recipients to gain certain rights or privileges or perform specific activities.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
SRS-1418.1102.19 Calendars Public Access: <i>General</i>	Use for calendars of the Agency's official meetings and events.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
SRS-1418.1102.53 Correspondence (Substantive) Public Access: <i>Redact</i>	Use for any correspondence produced or received by the Agency that has significant administrative value and/or is essential in supporting policy decisions.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

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<p>SRS-1418.1102.32 Declarations Public Access: <i>General</i></p>	<p>Use for official statements made by the Agency. Includes formal opinions and similar written documents that set forth the basis of authority; the scope of activities of the agency; and/or defines the obligations, liabilities, duties, and rights of those affected. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1418.1102.173 Grants Public Access: <i>General</i></p>	<p>Use for awards of financial assistance from a Federal or other agency to the Agency to carry out a public purpose of support or stimulation authorized by a law. Includes cost reimbursement contracts and similar agreements with the granting agency. Starting date of retention period is based on the day the single or last expenditure report is submitted to the awarding agency for the funding period specified in the grant award. For grant proposals and reports that have significant administrative value, use "Reports."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1418.1102.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for formal announcements, notifications, or warnings issued by the Agency that are required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1418.1102.69 Plans (reports) Public Access: <i>General</i></p>	<p>Use for strategic plans and similar planning documents documenting the goals, objectives and plans for the Agency. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1418.1102.70 Policies Public Access: <i>General</i></p>	<p>Use for written statements that outline guiding principles or general courses of action of the Agency. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1418.1102.72 Press releases Public Access: <i>General</i></p>	<p>Use for official or authoritative statements distributed to the press that relate to the administration of the Agency or the formulation or development of policy.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1418.1102.73 Procedures Public Access: <i>General</i></p>	<p>Use for sets of substantive instructions or procedures that govern the administration of the Agency. Does not include rules adopted pursuant to the Administrative Procedure Act.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>

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SRS-1418.1102.144 Reports Public Access: <i>General</i>	Use for annual and similar reports documenting activities and accomplishments of the Agency. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
SRS-1418.1102.116 Studies Public Access: <i>General</i>	Use for studies conducted by or for the Agency that relate to the administration of the Agency and/or the formulation or development of policy. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

SRS-1418.1102 was approved by the Vermont State Archivist on 8/31/2021.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1418.1000: Agriculture, Food and Markets' Transitory Records

SRS-1418.1000: This schedule is reserved for records that are created and received in the course of business by the Agency of Agriculture, Food and Markets and its departments that are transitory in nature meaning that they are: (1) are only needed for a limited period of time in order to complete a routine action or prepare or update a formal or ongoing record; (2) not subject to any legal recordkeeping requirements, explicit or implied; and (3) administratively obsolete after a specific action or process is complete.

Classification: Agricultural activities (GENERAL)

Retention: Transitory records shall be retained by the Agency of Agriculture, Food and Markets and its departments as specified in this schedule and in accordance with the Agency of Agriculture, Food and Markets Records and Information Management Policy.

Public Access: General

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1418.1000 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1418.1000.28 Correspondence (Routine) Public Access: <i>General</i>	Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1418.1000.37 Drafts Public Access: <i>General</i>	Use for preliminary or tentative versions of a document. Drafts that are acted upon or put into practice must be retained according to their intended record type (i.e. policies) as listed in another agency-specific record schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1418.1000.60 Notes Public Access: <i>General</i>	Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1418.1000.74 Publications Public Access: <i>General</i>	Use for reproduced or published material received from other offices which require no action and are not required for documentary purposes. Includes catalogues, trade journals, other publications or papers received which require no action and are not part of a case upon which action is being taken or will be taken.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1418.1000.80 Reference sources Public Access: <i>General</i></p>	<p>Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1418.1000.139 Requests Public Access: <i>General</i></p>	<p>Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1418.1000.104 Worksheets Public Access: <i>General</i></p>	<p>Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>

SRS-1418.1000 was approved by the Vermont State Archivist on 1/20/2021.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1931.1033: Hemp Enforcement Records

SRS-1931.1033: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, enforcement actions related to laws and requirements placed upon licensed hemp growers, processors and testers.

Classification: Hemp growers, processors, and testers (Enforcing)

Retention: Retain records related to enforcing hemp growers, processors and testers licenses, with the exception of legal notices and registers, until the case is audited, plus five (5) years, then destroy.

Legal notices shall be retained until the enforcement action has completed, plus one (1) year, then destroyed.

Registers or similar systems that provide for the systematic and regular recording of enforcement activities shall be retained until the register is superseded, plus five (5) years, then destroyed.

Transitory records created or received as part of an enforcement action may be weeded as appropriate in accordance with SRS-1418.1000 (Agency of Agriculture, Food and Markets' Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1931.1033 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1931.1033.24 Complaints Public Access: Redact	Use for complaints, grievances, appeals, and similar records received by the enforcement agency. Includes certificates of analysis, self report forms, environmental complaint forms, correspondence from the public, hemp referral forms, and agency responses.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1931.1033.133 Decisions Public Access: General	Use for written decisions of violation or noncompliance, including assurances of discontinuance, issued by the enforcement agency. Includes notices of violation, referrals to the Attorney General's Office, and decisions to revoke a license and/or issue administrative penalties. For directions or commands delivered during the course of an enforcement action that do not serve as final decisions of violation or noncompliance, use "Orders."	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1931.1033.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for formal notices required by law that are issued by the enforcement agency related to possible negligent violations of a hemp grower, processor or tester license.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1931.1033.63 Orders Public Access: <i>General</i></p>	<p>Use for directions or commands delivered during an enforcement action related to negligent violations of the hemp grower, processor or tester license. Includes stop sale orders, releases from stop sale orders, and other similar orders.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1931.1033.69 Plans (reports) Public Access: <i>General</i></p>	<p>Use for corrective action plans for negligent violations of a hemp grower, processor or tester license received by the enforcement agency. Includes plans for the disposal, destruction, or mitigation of negligent violations and relevant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1931.1033.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of hemp grower, processor or tester license enforcement actions. Includes dockets and logs of violations.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1931.1033.144 Reports Public Access: <i>General</i></p>	<p>Use for reports and narratives created by enforcement agency inspectors. Includes annual inspection reports with possible violations, negligent violation investigation reports and similar reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1931.1033.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received related to an investigation or enforcement action of a hemp grower, processor or tester license. Includes photographs, sample receipts, testing results, reports from hemp growers and processors, and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)</p>

SRS-1931.1033 was approved by the Vermont State Archivist on 5/19/2021.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1899.1103: Laboratory Accreditation and Operational Records

SRS-1899.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the management of laboratory services.

Classification: Laboratory services (Managing)

Retention: Retain certificates of accreditation permanently.

Retain studies as a case file until an audit is completed, plus five (5) years, then destroy by shredding, unless the case is considered major or significant.

For major or significant cases, 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).

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of managing laboratory services may be weeded as appropriate in accordance with SRS-1418.1000 (Agriculture, Food and Markets' Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1899.1103 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1899.1103.8 Applications Public Access: <i>General</i>	Use for applications and similar requests submitted by a laboratory to obtain accreditation for laboratory services. Includes applications for registration certificate and application for certificate of accreditation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)
SRS-1899.1103.21 Certificates Public Access: <i>General</i>	Use for official verifications that conditions or requirements have, or have not, been met. Includes certificate of accreditation from accrediting bodies.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Archives
SRS-1899.1103.145 Logs Public Access: <i>General</i>	Use for logs related to managing laboratory services. Includes calibration and maintenance logs.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Destroy (General)

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<p>SRS-1899.1103.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for formal announcements, notifications, or warnings that are required by law. Includes Occupational Safety and Health Administration (OSHA) notifications and other similar notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1899.1103.73 Procedures Public Access: <i>General</i></p>	<p>Use for procedures that support the day-to-day operations of managing laboratory services. Includes standard operating procedures, related master copies of notices, forms, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1899.1103.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of managing laboratory services. Includes raw data and bench sheets.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1899.1103.144 Reports Public Access: <i>General</i></p>	<p>Use for reports created or received by the lab that document laboratory services. Includes initiating request for information, annual accreditation reports and other similar reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1899.1103.116 Studies Public Access: <i>Redact</i></p>	<p>Use for laboratory studies. Includes initiating requests for studies, analysis or testing as well as assessment reports, certificates of analysis, corrections and amendments, test specific protocols and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1899.1103.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for recorded material created or received to support, supplement, or complement another record related to managing laboratory services. Includes text books, personnel information, risk assessments, and other supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)</p>

SRS-1899.1103 was approved by the Vermont State Archivist on 6/9/2021.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1899.1007: Laboratory Quality Assurance Records

SRS-1899.1007: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the auditing of laboratory services.

Classification: Laboratory services (Auditing)

Retention: Retain all records in this schedule until the audit of laboratory services is complete, plus an additional five (5) years, then destroy.

Transitory records created or received as part of laboratory services may be weeded as appropriate in accordance with SRS-1290.1000 (Human Services Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1899.1007 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1899.1007.24 Complaints Public Access: <i>Redact</i>	Use for all external written complaints, requests, or inquiries related to data quality or service. Includes Laboratory Director responses and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1899.1007.67 Petitions Public Access: <i>Redact</i>	Use for internal written requests or notifications for corrective action. Includes preventative action requests.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1899.1007.69 Plans (reports) Public Access: <i>General</i>	Use for corrective action or preventative action plans related to data quality or service. Includes management plan review checklists and supporting materials.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (General)
SRS-1899.1007.81 Registers Public Access: <i>Redact</i>	Use for Laboratory Information Management System (LIMS), bench sheets, and similar systems that provide for the systematic and regular recording of data quality or service.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1899.1007.144 Reports Public Access: <i>Redact</i>	Use for final reports generated at the conclusion of the auditing process. Includes annual management reviews, findings, and significant supporting materials. For reports that have significant administrative value, retain permanently and use the retention requirement for Reports in SRS-1290.1102 (Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1899.1007.36 Supporting material Public Access: <i>Redact</i>	Use for audit working papers, including standard operating procedures (SOPs) and quality systems manual used to conduct the audit, and final reports received at the conclusion of an audit by another agency or independent entity.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 5 Year(s) THEN: Destroy (Shred)

SRS-1899.1007 was approved by the Vermont State Archivist on 12/2/2020.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1988.1033: Meat Inspection Enforcement Records

SRS-1988.1033: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the enforcement of rules for products capable of use as human food.

Classification: Products capable of use as human food (Enforcing)

Retention: Retain all records related to enforcing products capable of use as human food, except for registers, supporting material, and waivers, until the case is completed/closed, plus three (3) years, then destroy unless the enforcement action has been identified as major or significant. Completed/closed means the administrative action terminates or the end of the fiscal year in which the case closed, whichever is later.

For major or significant enforcement actions, gather all existing records and 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 similar systems that serve as the official recording of enforcement activities shall be retained until the register is superseded then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of an enforcement action may be weeded as appropriate in accordance with SRS-1418.1000 (Agency of Agriculture, Food and Markets' Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1988.1033 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1988.1033.5 Agreements Public Access: <i>General</i>	Use for assurances of discontinuance and similar agreements made between the enforcement agency and the individual or organization found in violation with statutory or regulatory requirements. Includes stipulations, compliance and settlement agreements.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
SRS-1988.1033.24 Complaints Public Access: <i>General</i>	Use for complaints and similar requests for enforcement action. Includes consumer complaints, recall notices, referrals, reports of violation, and formal statements of facts or appeals following an investigation, inspection, or similar compliance review that are submitted to the enforcement agency for further action.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1988.1033.133 Decisions Public Access: <i>General</i></p>	<p>Use for written decisions of violation or noncompliance, including final orders and notices of violation, issued by the enforcement agency. Includes decisions to dismiss a complaint, notices of violation, referrals to the Attorney General's Office, and decisions to revoke a license and/or issue administrative penalties.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1988.1033.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for formal notices required by law that are issued by the enforcement agency related to products capable of use as human food. Includes subpoenas.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1988.1033.63 Orders Public Access: <i>General</i></p>	<p>Use for directions or commands delivered during an enforcement action related to products capable of use as human food. Includes decrees of condemnation, court orders not serving as final decisions, entry prohibition orders, inspector suspensions, regulatory control actions, stop-sale orders and releases, withholding actions and other similar orders.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1988.1033.69 Plans (reports) Public Access: <i>General</i></p>	<p>Use for corrective action plans received by the enforcement agency. Includes plans for the disposal, destruction, or mitigation of in commerce products and relevant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1988.1033.81 Registers Public Access: <i>General</i></p>	<p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of an investigation or enforcement action related to products capable of use as human food. Includes dockets and logs of violations.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1988.1033.144 Reports Public Access: <i>Redact</i></p>	<p>Use for reports and narratives created by enforcement agency inspectors. Includes incident reports, reports of investigation and supporting plans, and surveillance notes for products capable of use as human food. 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 (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1988.1033.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received related to an investigation or enforcement action of products capable of use as human food. Includes chain of custody logs, evidence, photographs, sample receipts, statements, testing results, video monitoring and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1988.1033.150

Use for waivers and variances related to an enforcement action. Temporary (Administrative)

RETAIN UNTIL: Expired

Waivers

PLUS: 3 Year(s)

Public Access: *General*

THEN: Destroy (General)

SRS-1988.1033 was approved by the Vermont State Archivist on 5/9/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1418.1103: Operational / Managerial Records

SRS-1418.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the day-to-day operations of the Agency of Agriculture, Food and Markets and internal workflows and processes. Does not include rulemaking pursuant to the Administrative Procedure Act.

Classification: Agricultural activities (Managing)

Retention: Operational plans, reports, and studies shall be retained until completed/closed plus three (3) years, then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received during day-to-day operations of the Agency of Agriculture, Food and Markets shall be weeded as appropriate in accordance with SRS-1418.1000 (Agriculture, Food and Markets' Transitory Records).

Public Access: General

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1418.1103 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1418.1103.5 Agreements Public Access: <i>General</i>	Use for informal agreements concerning internal and interagency coordination, general management, internal workflows and/or processes. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
SRS-1418.1103.19 Calendars Public Access: <i>General</i>	Use for schedules of meetings and related events.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1418.1103.145 Logs Public Access: <i>General</i>	Use for written or recorded information of the performance and day-to-day activities of the Agency or a device used for agricultural activity purposes.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1418.1103.69 Plans (reports) Public Access: <i>General</i>	Use for planning documents related to day-to-day operations, internal workflows and processes. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1418.1103.73 Procedures Public Access: <i>General</i></p>	<p>Use for sets of instructions and directives that govern general management and/or internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1418.1103.144 Reports Public Access: <i>General</i></p>	<p>Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1418.1103.116 Studies Public Access: <i>General</i></p>	<p>Use for studies and other evaluations conducted by or for an agency or program that relate to general management, internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>

SRS-1418.1103 was approved by the Vermont State Archivist on 8/31/2021.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1959.1033: Pesticide Enforcement Records

SRS-1959.1033: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the enforcement of any handling, release or exposure of a pesticide to a human or the environment.

Classification: Pesticides, Use of (Enforcing)

Retention: Retain records related to enforcing the use of pesticides, with the exception of legal notices and registers, for five (5) years after the case is completed/closed, then destroy unless the case concerning the use of pesticides is considered major or significant. A case is considered completed/closed once a final decision has been issued by the enforcement agency.

Legal notices shall be retained until the enforcement action has completed, plus one (1) year, then destroyed.

For major or significant cases, 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 similar systems that provide for the systematic and regular recording of enforcement activities shall be retained until the register is superseded, plus five (5) years, then destroyed.

Transitory records created or received as part of an enforcement action may be weeded as appropriate in accordance with SRS-1418.1000 (Agency of Agriculture, Food and Markets' Transitory Records).

Public Access: Review

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1959.1033 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1959.1033.24 Complaints Public Access: <i>Redact</i>	Use for complaints, grievances, appeals, and similar records received by the enforcement agency. Includes self-referrals, correspondence from the public and agency responses.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1959.1033.133 Decisions Public Access: <i>General</i>	Use for written evidence of final decisions. Includes assurance of discontinuance and final orders related to enforcing the use of pesticides. For directions or commands delivered during the course of a proceeding that do not serve as final decisions, use "Orders."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1959.1033.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law related to enforcing use of pesticides. Includes warrants.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1959.1033.63 Orders Public Access: <i>General</i></p>	<p>Use for directions or commands delivered during an enforcement action related to violations of the use of pesticides. Includes cease and desist orders and other similar orders.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1959.1033.69 Plans (reports) Public Access: <i>General</i></p>	<p>Use for corrective action plans for violations of the use of pesticides received by the enforcement agency. Includes plans for corrective action, discharge response plans, and relevant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1959.1033.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of enforcement activities related to the use of pesticides.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1959.1033.144 Reports Public Access: <i>General</i></p>	<p>Use for reports and narratives created by enforcement agency inspectors. Includes annual inspection reports with possible violation investigation reports and similar reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p>SRS-1959.1033.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received during an investigation or enforcement action related to the use of pesticides. Includes spray reports, photographs, sample receipts, testing results, reports from licensees, and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)</p>

SRS-1959.1033 was approved by the Vermont State Archivist on 8/31/2021.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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.	Assigned to records that meet the conditions of a "Vermont Archival Record" under special conditions.
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.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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 permanently. 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 records that meet the conditions of a "Vermont Archival Record" from those that do not (temporary).	Assigned to records that have been appraised as conditional archival. Upon weeding the temporary records from the archival records, transfer archival records to Archives and destroy temporary records.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix E: Legal References

SRS-1418.1102: Administrative Policy Records		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public 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; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
6 V.S.A. § 1	General powers of Agency; Secretary of Agriculture, Food and Markets	No
6 V.S.A. § 4825	Reports [related to agricultural water quality]	No
6 V.S.A. § 61	Information collection and confidentiality [related to statistics]	Yes
CVR 20-010-003	Access to public records	No
SRS-1418.1000: Agriculture, Food and Markets' Transitory Records		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public 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; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 320	Penalties [related to access to public records]	No
CVR 20-010-003	Access to public records	No

SRS-1931.1033: Hemp Enforcement Records *Review for Exemption?*

1 V.S.A. § 315	Statement of policy; short title [related to access to public 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; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
6 V.S.A. § 564	State Hemp Program; registration; application; administration	No
6 V.S.A. § 568	Test results; enforcement [related to hemp]	No
6 V.S.A. § 569	Administrative penalties [related to hemp]	No
6 V.S.A. § 61	Information collection and confidentiality [related to statistics]	Yes
7 CFR 990	Domestic hemp production program	No
7 U.S.C. § 1639p	State and tribal plans [related to hemp production]	No
7 U.S.C. § 1639q	Department of Agriculture [related to hemp production]	No
CVR 20-010-003	Access to public records	No
CVR 20-031-023	Vermont hemp rules	Yes

SRS-1899.1103: Laboratory Accreditation and Operational Records *Review for Exemption?*

1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
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STATE OF VERMONT SPECIFIC RECORD SCHEDULE

18 V.S.A. § 501	State health laboratory; other laboratories; tests	No
18 V.S.A. § 501a	Specimens submitted by chiropractic physicians	No
18 V.S.A. § 501b	Certification of laboratories	No
18 V.S.A. § 503	Use of laboratory by people	No
21 CFR 58	Good laboratory practice for nonclinical laboratory studies [related to food and drugs]	No
29 CFR 1903	Inspections, citations and proposed penalties	No
40 CFR 121	State certification of activities requiring a Federal license or permit	No
40 CFR 136	Guidelines establishing test procedures for the analysis of pollutants	No
40 CFR 160	Good laboratory practice standards [related to protection of environment]	No
40 CFR 790.3	Definitions [related to procedures governing testing consent agreements and test rules]	No
42 CFR 482	Conditions of participation for hospitals [related to public health]	No
42 CFR 493	Laboratory requirements [related to public health]	No
42 U.S.C. § 263a	Certification of laboratories	No
6 V.S.A. § 1104	Powers of Secretary [related to the control of pesticides]	No
6 V.S.A. § 1105a	Treated articles; powers of Secretary; best management practices [related to control of pesticides]	No
6 V.S.A. § 1154a	Testing of cultured fish and fee fishing businesses	No
6 V.S.A. § 1165	Testing of captive deer [related to control of contagious livestock diseases]	No
6 V.S.A. § 1182	Testing of equine animals	No
6 V.S.A. § 121	Creation and purpose [related to central testing laboratory]	No
6 V.S.A. § 2701	Rules [related to supervision, inspection and licensing of dairy operations]	No
6 V.S.A. § 2814	Tests of sample by secretary [related to standards and purity]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

6 V.S.A. § 330	Inspection, sampling; analysis [related to commercial feeds]	No
6 V.S.A. § 367	Inspection; sampling; analysis [related to fertilizer and lime]	No
6 V.S.A. § 61	Information collection and confidentiality [related to statistics]	Yes
6 V.S.A. § 918	Registration [related to insecticides, fungicides, and rodenticides]	No
7 CFR 136r	Research and monitoring [related to environmental pesticide control]	No
7 CFR 205	Accreditation of certifying agents [related to national organic program]	No
7 CFR 75	Provisions for inspection and certification of quality of agricultural and vegetable seeds	No
7 CFR 91	Services and general information [related to agriculture]	No
7 CFR 93	Processed fruits and vegetables [related to commodity laboratory testing programs]	No
7 CFR 94	Poultry egg products [related to commodity laboratory testing programs]	No
7 CFR 98	Meals, ready-to-eat (MREs), meats, and meat products	No
9 CFR 113	Standard requirements [related to animal and plant health service, Department of Agriculture]	No
9 CFR 439	Accreditation of non-federal chemistry laboratories [related to food safety and inspection service, Department of Agriculture]	No
9 CFR 50	Animals destroyed because of tuberculosis [related to animal and plant health inspection service, Department of Agriculture]	No
9 CFR 51	Animals destroyed because of brucellosis [related to animal and plant health inspection service, Department of Agriculture]	No
9 CFR 52	Swine destroyed because of pseudorabies [related to animal and plant health inspection service, Department of Agriculture]	No
9 CFR 54	Control of scrapie [related to animal and plant health inspection service, Department of Agriculture]	No
9 CFR 55	Control of chronic wasting disease [related to animal and plant health inspection service, Department of Agriculture]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

9 CFR 71	General provisions [related to animal and plant health service, Department of Agriculture]	No
9 CFR 79	Scrapie in sheep and goats [related to animal and plant health service, Department of Agriculture]	No
CVR 12-030-025	Vermont water quality standards	No
CVR 20-010-010	Large farm operations (LFO)	No
CVR 20-021-003	Milk and milk products	No
CVR 20-021-004	Weighing, Sampling, and Testing Milk and Cream	No
CVR 20-022-006	Brucellosis Testing -- Herd Disposal	No
CVR 20-022-009	Contagious Diseases in Domestic Animals	No
CVR 20-022-010	Rules Governing the Control and Eradication of Equine Infectious Anemia	No
CVR 20-022-017	Rules Governing the Humane Treatment of Animals	No
CVR 20-022-023	Rules Governing Captive Cervidae	No
CVR 20-023-001	Inspection of meat and poultry products	No
CVR 20-031-008	Vermont fertilizer and lime regulations	No

SRS-1899.1007: Laboratory Quality Assurance Records	<i>Review for Exemption?</i>
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21 CFR 58	Good laboratory practice for nonclinical laboratory studies [related to food and drugs]	No
40 CFR 136	Guidelines establishing test procedures for the analysis of pollutants	No
40 CFR 160	Good laboratory practice standards [related to protection of environment]	No
42 CFR 493	Laboratory requirements [related to public health]	No
42 U.S.C. § 263a	Certification of laboratories	No
6 V.S.A. § 121	Creation and purpose [related to central testing laboratory]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

6 V.S.A. § 2701	Rules [related to supervision, inspection and licensing of dairy operations]	No
6 V.S.A. § 330	Inspection, sampling; analysis [related to commercial feeds]	No
6 V.S.A. § 367	Inspection; sampling; analysis [related to fertilizer and lime]	No
6 V.S.A. § 61	Information collection and confidentiality [related to statistics]	Yes
7 CFR 205	Accreditation of certifying agents [related to national organic program]	No
7 CFR 75	Provisions for inspection and certification of quality of agricultural and vegetable seeds	No
7 CFR 90	Quality assurance [related to agriculture]	No
7 CFR 91	Services and general information [related to agriculture]	No
7 CFR 93	Processed fruits and vegetables [related to commodity laboratory testing programs]	No
7 CFR 94	Poultry egg products [related to commodity laboratory testing programs]	No
7 CFR 98	Meals, ready-to-eat (MREs), meats, and meat products	No
9 CFR 439	Accreditation of non-federal chemistry laboratories [related to food safety and inspection service, Department of Agriculture]	No
CVR 12-030-025	Vermont water quality standards	No
CVR 20-021-003	Milk and milk products	No
CVR 20-022-013	Vermont feed regulations	No
CVR 20-031-008	Vermont fertilizer and lime regulations	No
CVR 20-031-023	Vermont hemp rules	Yes

SRS-1988.1033: Meat Inspection Enforcement Records	<i>Review for Exemption?</i>
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1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
6 V.S.A. § 13	Assurances of discontinuance [related to general powers; Secretary of Agriculture, Food, and Markets]	No
6 V.S.A. § 3304	Powers of the secretary [related to preparation of livestock and poultry products]	No
6 V.S.A. § 3305	Additional powers of the secretary [related to the preparation of livestock and poultry products]	No
6 V.S.A. § 3306	Licensing [related to preparation of livestock and poultry products]	No
6 V.S.A. § 3307	Periodic review of noninspected licensed establishments [related to meat and poultry products]	No
6 V.S.A. § 3311a	Livestock; inspection; licensing; personal slaughter; itinerant slaughter	No
6 V.S.A. § 3313	Inspection and seal [related to preparation of livestock and poultry products]	No
6 V.S.A. § 3314	Detention [related to preparation of livestock and poultry products]	No
6 V.S.A. § 3315	Forfeiture [related to preparation of livestock and poultry products]	No
6 V.S.A. § 3317	Penalties; generally [related to preparation of livestock and poultry products]	No
6 V.S.A. § 3318	Investigation; record keeping [related to preparation of livestock and poultry products]	No
6 V.S.A. § 61	Information collection and confidentiality [related to statistics]	Yes
9 CFR 313	Humane slaughter of livestock	No
9 CFR 318	Entry into official establishments; reinspection and preparation of products	No
9 CFR 320	Records, registration, and reports [related to food safety and inspection service, Department of Agriculture]	No
9 CFR 321	Cooperation with states and territories	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

9 CFR 381	Poultry products inspection regulations	No
9 CFR 390	Freedom of information and public information [related to food safety and inspection service administrative provisions]	No
9 CFR 416	Sanitation [related to food safety and inspection service, Department of Agriculture]	No
9 CFR 417	Hazard analysis and critical control point (HACCP) systems	No
9 CFR 418	Recalls [related to food safety and inspection service, Department of Agriculture]	No
9 CFR 431	Thermally processed, commercially sterile products	No
9 CFR 441	Consumer protection standards: raw products	No
9 CFR 500	Rules of practice [related to food safety and inspection service, Department of Agriculture]	No
CVR 20-023-001	Inspection of meat and poultry products	No

SRS-1418.1103: Operational / Managerial Records

Review for Exemption?

1 V.S.A. § 315	Statement of policy; short title [related to access to public 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; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
6 V.S.A. § 1	General powers of Agency; Secretary of Agriculture, Food and Markets	No
CVR 20-010-003	Access to public records	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1959.1033: Pesticide Enforcement Records		<i>Review for Exemption?</i>
10 V.S.A. § 6608a	Economic poisons	No
10 V.S.A. § 6610a	Enforcement [related to hazardous material release and disposal]	No
10 V.S.A. § 8003	Applicability [related to administrative environmental law enforcement]	No
3 V.S.A. § 973	Protected activity [related to whistleblower protection]	No
40 CFR 162	State registration of pesticide products	No
40 CFR 173	Procedures governing the recision of State primary enforcement responsibility for pesticide use violations	No
6 V.S.A. § 1	General powers of Agency; Secretary of Agriculture, Food and Markets	No
6 V.S.A. § 1036	Technical assistance [related to pest survey, detection, and management]	No
6 V.S.A. § 1037	Administrative orders [related to pest survey, detection, and management]	No
6 V.S.A. § 1039	Confidentiality of trade secrets [related to pest survey, detection, and management]	Yes
6 V.S.A. § 1083	Duties of Secretary of Agriculture, Food and Markets; authority of landowners to use mosquito controls	No
6 V.S.A. § 1104	Powers of Secretary [related to the control of pesticides]	No
6 V.S.A. § 1107	Penalty [related to control of pesticides]	No
6 V.S.A. § 1110	Pesticide monitoring	No
6 V.S.A. § 1111	Administrative penalties [related to control of pesticides]	No
6 V.S.A. § 12	Search warrants [related to general powers; Secretary of Agriculture, Food and Markets]	No
6 V.S.A. § 13	Assurances of discontinuance [related to general powers; Secretary of Agriculture, Food, and Markets]	No
6 V.S.A. § 61	Information collection and confidentiality [related to statistics]	Yes
6 V.S.A. § 923	Procedure for prosecuting violations [related to insecticides, fungicides, and rodenticides]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

7 U.S.C. §§ 135 -136y

Environmental pesticide control

No

CVR 20-031-012

Vermont regulations for control of pesticides

No