

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Issued to: Attorney General, Office of

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Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

AGENCY SPECIFIC RECORD SCHEDULE FOR: Attorney General, Office 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 (Attorney General, Office 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 Attorney General Charity Clark on 5/4/2023.
Charity Clark, Attorney General / Attorney General, Office of *Date*

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1821.1100: Criminal Investigation Case Files

SRS-1821.1100: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the investigation of felonies, misdemeanors, or delinquent acts under the laws of this State, another state, or the United States.

Classification: Offenses (Investigating)

Retention: Retain all records listed in this schedule until the investigation and related criminal prosecution by the prosecuting attorney is completed/closed or the statute of limitations to bring charges has passed, whichever is sooner, and then destroy unless the investigation is considered major or significant.

For major or significant criminal prosecutions, 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 provide for the systematic and regular recording of offense investigations shall be retained until the system is superseded and 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 the criminal prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1821.1100 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1821.1100.24 Complaints Public Access: <i>Redact</i>	Use for complaints, grievances, appeals, and similar records that initiate the investigation of a felony, misdemeanor, or delinquent act.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)
SRS-1821.1100.133 Decisions Public Access: <i>Redact</i>	Use for orders, reports, and similar records that document the outcome of an investigation of a felony, misdemeanor or delinquent act. Includes substantive correspondence.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)

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<p>SRS-1821.1100.32 Declarations Public Access: <i>Redact</i></p>	<p>Use for formal statements intended to testify to a right or document a fact related to the investigation of a felony, misdemeanor or delinquent act. Includes unsworn witness statements and police reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1821.1100.136 Evidence Public Access: <i>Redact</i></p>	<p>Use for written or recorded information gathered as part of an investigation or presented at a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1821.1100.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the investigation of felonies, misdemeanors, and delinquent acts. Includes case specific data captured by and stored within case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1821.1100.144 Reports Public Access: <i>Redact</i></p>	<p>Use for formal statements of facts issued during and at the conclusion of an investigation of a felony, misdemeanor or delinquent act.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1821.1100.121 Subpoenas Public Access: <i>Redact</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the investigation of a felony, misdemeanor or delinquent acts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1821.1100.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for written or record information created or received that supports, supplements, or complements the investigation of a felony, misdemeanor or delinquent act that is not specified elsewhere in this schedule. Includes attorney work product and internal correspondence.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1821.1100.102 Warrants Public Access: <i>Redact</i></p>	<p>Use for judicial writs authorizing a law enforcement officer to make a search, seizure, or arrest.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>

SRS-1821.1100 was approved by the Vermont State Archivist on 12/1/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1947.1113: MFRAU Case Files

SRS-1947.1113: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, civil litigation of medical assistance fraud.

Classification: Medical assistance fraud (Litigating)

Retention: Retain all records, with the exception of agreements and registers, as specified in this schedule until the case is completed/closed, meaning that no further action is pending and civil penalties have been satisfied, plus six (6) years, then destroy.

Agreements shall be retained until expired, plus six (6) years, and then destroyed.

Registers or similar systems that provide for the systematic and regular recording of activities related to the civil litigation of medical assistance fraud shall be retained until the system is superseded and 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 the civil litigation process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1947.1113 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1947.1113.3 Affidavits Public Access: <i>Redact</i>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1947.1113.5 Agreements Public Access: <i>Redact</i>	Use for written arrangements between parties regarding a course of action. Includes waivers and agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1947.1113.24 Complaints Public Access: <i>Redact</i>	Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting basis of the civil litigation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)

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<p>SRS-1947.1113.53 Correspondence (Substantive) Public Access: <i>Redact</i></p>	<p>Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.32 Declarations Public Access: <i>Redact</i></p>	<p>Use for formal statements intended to testify to a right or document a fact. Includes pre-trial testimony. Use "Depositions" for testimony of witnesses under oath. Use "Affidavits" for written statements of fact by witnesses under oath.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.107 Depositions Public Access: <i>Redact</i></p>	<p>Use for oral testimony of witnesses, under oath or affirmation. For formal statements not under oath, use "Declarations."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.136 Evidence Public Access: <i>Redact</i></p>	<p>Use for documentary information presented at a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies. Does not include physical evidence.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.63 Orders Public Access: <i>Redact</i></p>	<p>Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court ordered decisions, dispositions, warrants, or writs.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.67 Petitions Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.126 Pleadings Public Access: <i>Redact</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>

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<p>SRS-1947.1113.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the civil litigation of medical assistance fraud. Includes case specific data captured by and stored within case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.121 Subpoenas Public Access: <i>Redact</i></p>	<p>Use for copies of instruments delivered by a sheriff or other appropriate party, notifying a person that a court action has been commenced, that the person is required to appear in court on the day named to answer the complaint, or to command the production of documents.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1947.1113.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received during the course of civil litigation associated with medical assistance fraud. Includes attorney work product, internal correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>

SRS-1947.1113 was approved by the Vermont State Archivist on 12/1/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1531.1129: Misdemeanor Case Files

SRS-1531.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of misdemeanors, defined as any offenses for which the maximum term of imprisonment is not more than two years, nor is punishable by death. For records related to the commencement and continuance of the prosecution of nonviolent felonies, use SRS-1535.1129 (Nonviolent Felony Case Files). For records related to the commencement and continuance of the prosecution of violent felonies, use SRS-1536.1129 (Violent Felony Case Files).

Classification: Misdemeanors (Prosecuting)

Retention: Retain all records, with the exception of agreements and registers, as specified in this schedule until the case is completed/closed, meaning that no further action is pending and the individual's sentence has elapsed, plus six (6) years, then destroy.

Agreements shall be retained until expired, plus six (6) years, and then destroyed.

Registers or similar systems that serve as the official recording of misdemeanor prosecutions shall be retained until the system is superseded and 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 the misdemeanor prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1531.1129 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1531.1129.3 Affidavits Public Access: <i>Redact</i>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1531.1129.5 Agreements Public Access: <i>Redact</i>	Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)

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<p>SRS-1531.1129.24 Complaints Public Access: <i>Redact</i></p>	<p>Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.53 Correspondence (Substantive) Public Access: <i>Redact</i></p>	<p>Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.32 Declarations Public Access: <i>Redact</i></p>	<p>Use for formal statements intended to testify to a right or document a fact. Includes pre-trial testimony and victim impact statements. Use "Depositions" for testimony of witnesses under oath. Use "Affidavits" for written statements of fact by witnesses under oath.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.107 Depositions Public Access: <i>Redact</i></p>	<p>Use for written or recorded oral testimony of witnesses, under oath or affirmation. For formal statements not under oath, use "Declarations."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.136 Evidence Public Access: <i>Redact</i></p>	<p>Use for documentary information presented at a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies. Does not include physical evidence.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.63 Orders Public Access: <i>Redact</i></p>	<p>Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered status conference stipulations, decisions, dispositions, warrants, or writs.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1531.1129.67 Petitions Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>

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SRS-1531.1129.126	Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Pleadings			PLUS: 6 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1531.1129.81	Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of misdemeanors. Includes case specific data captured by and stored within case management systems.	Temporary (Legal)	RETAIN UNTIL: Superseded
Registers			PLUS: 0 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1531.1129.121	Use for copies of instruments delivered by a sheriff or other appropriate party, notifying a person that a court action has been commenced, that the person is required to appear in court on the day named to answer the complaint, or to command the production of documents.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Subpoenas			PLUS: 1 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1531.1129.36	Use for supplemental records created or received during the course of misdemeanor prosecution. Includes attorney work product, internal correspondence, and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Supporting material			PLUS: 1 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)

SRS-1531.1129 was approved by the Vermont State Archivist on 12/1/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1535.1129: Nonviolent Felony Case Files

SRS-1535.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of nonviolent felonies, defined as any offense for which the maximum term of imprisonment is more than two years, and which is not a violent crime or an offense involving sexual exploitation of children. For records related to the commencement and continuance of the prosecution of violent felonies, use SRS-1536.1129: Violent felonies (Prosecuting). For records related to the commencement and continuance of the prosecution of misdemeanors, use SRS-1531.1129: Misdemeanors (Prosecuting).

Classification: Nonviolent felonies (Prosecuting)

Retention: Retain all records, with the exception of agreements and registers, as specified in this schedule until the case is completed/closed, meaning that no further action is pending and that the individual's sentence has elapsed, plus six (6) years, then destroy unless the case is considered major or significant.

For major or significant nonviolent felony prosecutions, 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).

Agreements shall be retained until expired, plus six (6) years, and then destroyed.

Registers or similar systems that serve as the official recording of nonviolent felony prosecutions shall be retained until the system is superseded and 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 the nonviolent felony prosecution process shall be weeded as appropriate in accordance with GRS 1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1535.1129 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1535.1129.3	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Affidavits			PLUS: 6 Year(s)
Public Access: Redact			THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1535.1129.5 Agreements Public Access: <i>Redact</i></p>	<p>Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.24 Complaints Public Access: <i>Redact</i></p>	<p>Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.53 Correspondence (Substantive) Public Access: <i>Redact</i></p>	<p>Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.32 Declarations Public Access: <i>Redact</i></p>	<p>Use for formal statements intended to testify to a right or document a fact. Includes pre-trial testimony and victim impact statements. Use "Depositions" for testimony of witnesses under oath. Use "Affidavits" for written statements of fact by witnesses under oath.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.107 Depositions Public Access: <i>Redact</i></p>	<p>Use for written or recorded oral testimony of witnesses, under oath or affirmation. For formal statements not under oath, use "Declarations."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.136 Evidence Public Access: <i>Redact</i></p>	<p>Use for documentary information presented at a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies. Does not include physical evidence.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.63 Orders Public Access: <i>Redact</i></p>	<p>Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1535.1129.67 Petitions Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.126 Pleadings Public Access: <i>Redact</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of nonviolent felonies. Includes case specific data captured by and stored within case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.121 Subpoenas Public Access: <i>Redact</i></p>	<p>Use for copies of instruments delivered by a sheriff or other appropriate party, notifying a person that a court action has been commenced, that the person is required to appear in court on the day named to answer the complaint, or to command the production of documents.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1535.1129.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received during the course of nonviolent felony prosecution. Includes attorney work product, internal correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>

SRS-1535.1129 was approved by the Vermont State Archivist on 12/1/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1536.1129: Violent Felony Case Files

SRS-1536.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of violent felonies, defined as any offense for which the maximum term of imprisonment is more than two years, for life, or which may be punished by death, and is a listed crime or an offense involving sexual exploitation of children. For records related to the commencement and continuance of the prosecution of nonviolent felonies, use SRS-1535.1129: Nonviolent felonies (Prosecuting). For records related to the commencement and continuance of the prosecution of misdemeanors, use SRS-1531.1129: Misdemeanors (Prosecuting).

Classification: Violent felonies (Prosecuting)

Retention: Retain all records, with the exception of agreements and registers, as specified in this schedule until the case is completed/closed, meaning that no further action is pending and that the individual's sentence has elapsed, plus six (6) years, and then destroy unless the case is considered major or significant.

For major or significant violent felony prosecutions, 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).

Agreements shall be retained until expired, plus six (6) years, and then destroyed.

Registers or similar systems that serve as the official recording of violent felony prosecutions shall be retained until the system is superseded and 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 the violent felony prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1536.1129 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1536.1129.3	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Affidavits			PLUS: 6 Year(s)
Public Access: Redact			THEN: Destroy (Shred)

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SRS-1536.1129.5	Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
Agreements			
Public Access: <i>Redact</i>			
SRS-1536.1129.24	Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Complaints			
Public Access: <i>Redact</i>			
SRS-1536.1129.53	Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Correspondence (Substantive)			
Public Access: <i>Redact</i>			
SRS-1536.1129.32	Use for formal statements intended to testify to a right or document a fact. Includes pre-trial testimony and victim impact statements. Use "Depositions" for testimony of witnesses under oath. Use "Affidavits" for written statements of fact by witnesses under oath.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Declarations			
Public Access: <i>Redact</i>			
SRS-1536.1129.107	Use for written or recorded oral testimony of witnesses, under oath or affirmation. For formal statements not under oath, use "Declarations."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Depositions			
Public Access: <i>Redact</i>			
SRS-1536.1129.136	Use for written or recorded information presented in a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Evidence			
Public Access: <i>Redact</i>			
SRS-1536.1129.50	Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
Notices, Legal			
Public Access: <i>Redact</i>			
SRS-1536.1129.63	Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Orders			
Public Access: <i>Redact</i>			

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<p>SRS-1536.1129.67 Petitions Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1536.1129.126 Pleadings Public Access: <i>Redact</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1536.1129.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of violent felonies. Includes case specific data captured by and stored within case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1536.1129.121 Subpoenas Public Access: <i>Redact</i></p>	<p>Use for copies of instruments delivered by a sheriff or other appropriate party, notifying a person that a court action has been commenced, that the person is required to appear in court on the day named to answer the complaint, or to command the production of documents.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1536.1129.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received during the course of violent felony prosecution. Includes attorney work product, internal correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>

SRS-1536.1129 was approved by the Vermont State Archivist on 12/1/2022.

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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.	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.

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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 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.

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Appendix E: Legal References

SRS-1821.1100: Criminal Investigation Case Files		<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
10 V.S.A. § 4198	Police powers; training; state game wardens; deputy game wardens	No
12 V.S.A. § 691	Service of civil or criminal process	No
13 V.S.A. § 1023	Simple assault	No
13 V.S.A. § 1024	Aggravated assault	No
13 V.S.A. § 1026	Disorderly conduct	No
13 V.S.A. § 1027	Disturbing peace by use of telephone or other electronic communications	No
13 V.S.A. § 1028	Assault of protected professional; assault with bodily fluids	No
13 V.S.A. § 1030	Violation of an abuse prevention order, an order against stalking or sexual assault, or a protective order concerning contact with a child	No
13 V.S.A. § 1043	First degree aggravated domestic assault	No
13 V.S.A. § 1044	Second degree aggravated domestic assault	No
13 V.S.A. § 1063	Aggravated stalking	No

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13 V.S.A. § 1101	Bribing public officers or employees	No
13 V.S.A. § 1102	Public officers or employees accepting bribes	No
13 V.S.A. § 1104	Triers of causes accepting bribes	No
13 V.S.A. § 1106	Kickbacks; purchasing supplies	No
13 V.S.A. § 1107	Kickbacks; granting licenses	No
13 V.S.A. § 1108	Kickbacks; private corporations	No
13 V.S.A. § 1201	Burglary	No
13 V.S.A. § 1311	Unlawful sheltering; aiding a runaway child	No
13 V.S.A. § 1376	Abuse	No
13 V.S.A. § 1377	Abuse by unlawful restraint and unlawful confinement	No
13 V.S.A. § 1378	Neglect [related to abuse, neglect, and exploitation of vulnerable adults]	No
13 V.S.A. § 1379	Sexual abuse	No
13 V.S.A. § 1380	Financial exploitation	No
13 V.S.A. § 1404	Conspiracy	No
13 V.S.A. § 1455	Hate-motivated crimes	No
13 V.S.A. § 1501	Escape and attempts to escape	No
13 V.S.A. § 1502	Unlawfully aiding prisoners	No
13 V.S.A. § 1753	False alarms and reports	No
13 V.S.A. § 1754	False reports to law enforcement authorities	No
13 V.S.A. § 1804	Counterfeiting paper money	No
13 V.S.A. § 1807	Making or repairing tools for counterfeit money	No

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13 V.S.A. § 2001	False personation	No
13 V.S.A. § 2002	False pretenses or tokens	No
13 V.S.A. § 2021	Telecommunications fraud and facilitation of telecommunications fraud	No
13 V.S.A. § 2024	Workers' compensation fraud; criminal penalties	No
13 V.S.A. § 2031	Insurance fraud	No
13 V.S.A. § 2301	Murder-degrees defined	No
13 V.S.A. § 2406	Unlawful restraint in the second degree	No
13 V.S.A. § 2531	Embezzlement generally	No
13 V.S.A. § 2532	Officer or servant of incorporated bank [related to larceny and embezzlement]	No
13 V.S.A. § 2533	Receiver or trustee [related to larceny and embezzlement]	No
13 V.S.A. § 2534	Executor or administrator [related to larceny and embezzlement]	No
13 V.S.A. § 2535	Guardian [related to larceny and embezzlement]	No
13 V.S.A. § 2536	Carrier [related to larceny and embezzlement]	No
13 V.S.A. § 2537	Person holding property in official capacity or belonging to the state or a municipality [related to larceny and embezzlement]	No
13 V.S.A. § 2539	Pleading and proof of money embezzled and time of offense	No
13 V.S.A. § 2561	Penalty for receiving stolen property; venue	No
13 V.S.A. § 2575	Offense of retail theft	No
13 V.S.A. § 2592	Failure to return a rented or leased motor vehicle	No
13 V.S.A. § 2601a	Prohibited conduct	No
13 V.S.A. § 2602	Lewd or lascivious conduct with child	No
13 V.S.A. § 2605	Voyeurism	No

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13 V.S.A. § 2632	Prostitution	No
13 V.S.A. § 2652	Human trafficking	No
13 V.S.A. § 2653	Aggravated human trafficking	No
13 V.S.A. § 2802b	Minor electronically disseminating indecent material to another person	No
13 V.S.A. § 2827	Possession of child pornography	No
13 V.S.A. § 3019	Disarming a law enforcement officer	No
13 V.S.A. § 3252	Sexual assault	No
13 V.S.A. § 3257	Sexual exploitation of an inmate	No
13 V.S.A. § 3701	Unlawful mischief [related to injuries to buildings and their appurtenances]	No
13 V.S.A. § 3705	Unlawful trespass	No
13 V.S.A. § 4103	Access to computer for fraudulent purposes	No
13 V.S.A. § 4501	Limitation of prosecutions for certain crimes	No
13 V.S.A. § 5314	Information from law enforcement agency	No
13 V.S.A. § 5561	Petition for postconviction DNA testing	No
13 V.S.A. § 5585	Electronic recording of a custodial interrogation	No
13 V.S.A. § 8002	Definitions [related to uniform collateral consequences of conviction]	No
13 V.S.A. § 8013	Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights	No
13 V.S.A. § 8102	Limitations on compelled production of electronic information	No
13 V.S.A. § 8106	Service provider's response to warrant	No
15 V.S.A. § 1151	Definitions [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	No

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18 V.S.A. § 4052	Manufacture, sale, delivery; prohibitions [related to labeling for marketing and sale]	No
18 V.S.A. § 4234b	Ephedrine and pseudoephedrine [related to regulated drugs]	No
18 V.S.A. § 4249	Transportation of alcohol, tobacco, or regulated drugs into places of detention	No
18 V.S.A. § 5201	Permits; removal of bodies; cremation; waiting period; investigation into circumstances of death	No
18 V.S.A. § 5205	Death certificate when no attending physician and in other circumstances; autopsy	Yes
20 V.S.A. § 1817	Reports of law enforcement officer; accidents involving liquor	No
20 V.S.A. § 1938	Storage and use of samples and records [related to state dna database and state data bank]	No
20 V.S.A. § 2061	Fingerprinting [related to Vermont Criminal Information Center]	No
20 V.S.A. § 2366	Law enforcement agencies; fair and impartial policing policy; race data collection	No
20 V.S.A. § 2401	Definitions [related to Vermont Criminal Justice Training Council]	No
20 V.S.A. § 4622	Law enforcement use of drones	No
23 V.S.A. § 1091	Negligent operation; grossly negligent operation	No
23 V.S.A. § 1133	Eluding a police officer [related to operation of vehicles]	No
23 V.S.A. § 2083	Other offenses [related to anti-theft provisions and penalties]	No
23 V.S.A. § 3024	Penalties [related to diesel fuel tax]	No
23 V.S.A. § 3305	Fees [related to motorboats]	No
23 V.S.A. § 3306	Lights and equipment [related to motorboats]	No
23 V.S.A. § 3312	Operations rules as between vessels [related to motorboats]	No
23 V.S.A. § 3315	Water skis and surfboards	No
23 V.S.A. § 3829	Altering, forging or counterfeiting certificates [related to tilting of vessels, snowmobiles, and all-terrain vehicles]	No
23 V.S.A. § 421	Penalties [related to nonresident and zone registration]	No

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23 V.S.A. § 601	License required [related to operators' licenses]	No
23 V.S.A. § 614	Rights under license [related to motor vehicles]	No
24 V.S.A. § 1931	Police officers [related to police]	No
24 V.S.A. § 1935	Powers [related to police]	No
24 V.S.A. § 1936a	Constables; powers and qualifications	No
26 V.S.A. § 4102	Prohibition [related to tattooists and body piercers]	No
26 V.S.A. § 4603	Prohibition; penalty	No
28 V.S.A. § 204	Submission of written report; protection of records [related to probation]	Yes
3 V.S.A. § 154	Assistance [related to Attorney General]	No
3 V.S.A. § 157	Appearance for state [related to Attorney General]	No
32 V.S.A. § 5894	Liability for failure or delinquency [related to income taxes]	No
33 V.S.A. § 4915	Assessment and investigation [related to suspected child abuse or neglect]	No
33 V.S.A. § 4921	Department's records of abuse and neglect [related to reporting abuse of children]	Yes
42 CFR 1007	State Medicaid fraud control units	No
42 CFR 455	Program integrity: Medicaid	No
45 CFR 164	Security and privacy [related to public welfare]	Yes
45 CFR 75	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
7 V.S.A. § 658	Penalties [related to alcoholic beverages]	No
7 V.S.A. § 661	Violations of title	No
9 V.S.A. § 2435	Notice of security breaches	Yes
9 V.S.A. § 2480k	Complaints to law enforcement agencies [related to consumer protection]	No

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9 V.S.A. § 3885	Records of a precious metal dealer	No
9 V.S.A. § 4043	Fraudulent use [related to credit cards]	No
V.R.Cr.P. 16	Discovery by defendant [related to rules of criminal procedure]	Yes

SRS-1947.1113: MFRAU Case Files	<i>Review for Exemption?</i>
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1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
12 V.S.A. § 511	Civil action [related to limitation of time for commencement of actions]	No
13 V.S.A. § 1384	Civil action; recovery by attorney general [related to abuse, neglect, and exploitation of vulnerable adults]	No
13 V.S.A. § 2531	Embezzlement generally	No
13 V.S.A. § 2539	Pleading and proof of money embezzled and time of offense	No
3 V.S.A. § 152	Scope of authority [related to Attorney General]	No
3 V.S.A. § 157	Appearance for state [related to Attorney General]	No
3 V.S.A. § 167	Public funds investigation special fund	No
33 V.S.A. § 1910	Liability of third parties; liens [related to Medicaid]	No
42 CFR 1007	State Medicaid fraud control units	No
42 CFR 455	Program integrity: Medicaid	No
45 CFR 164	Security and privacy [related to public welfare]	Yes
45 CFR 75	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
V.R.C.P. 10	Form of pleadings [related to rules of civil procedure]	No
V.R.C.P. 11	Signing of pleadings, motions, and other papers; representations to court; sanctions [related to rules of civil procedure]	No

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V.R.C.P. 13	Counterclaim and cross-claim [related to rules of civil procedure]	No
V.R.C.P. 15	Amended and supplemental pleadings [related to rules of civil procedure]	No
V.R.C.P. 16	Pretrial procedure; formulating issues [related to rules of civil procedure]	No
V.R.C.P. 16.2	Scheduling orders [related to rules of civil procedure]	No
V.R.C.P. 17	Parties plaintiff and defendant; capacity [related to rules of civil procedure]	No
V.R.C.P. 18	Joinder of claims and remedies [related to rules of civil procedure]	No
V.R.C.P. 19	Joinder of persons needed for just adjudication [related to rules of civil procedure]	No
V.R.C.P. 20	Permissive joinder of parties [related to rules of civil procedure]	No
V.R.C.P. 21	Misjoinder and nonjoinder of parties	No
V.R.C.P. 22	Interpleader [related to rules of civil procedure]	No
V.R.C.P. 23	Class actions [related to rules of civil procedure]	No
V.R.C.P. 23.1	Derivative actions by shareholders [related to rules of civil procedure]	No
V.R.C.P. 23.2	Actions relating to unincorporated associations [related to rules of civil procedure]	No
V.R.C.P. 24	Intervention [related to rules of civil procedure]	No
V.R.C.P. 25	Substitution of parties [related to rules of civil procedure]	No
V.R.C.P. 26	General provisions governing discovery [related to rules of civil procedure]	Yes
V.R.C.P. 27	Discovery before action or pending appeal [related to rules of civil procedure]	No
V.R.C.P. 29	Stipulations regarding discovery procedure [related to rules of civil procedure]	No
V.R.C.P. 3	Commencement of action [related to rules of civil procedure]	No
V.R.C.P. 30	Depositions upon oral examination [related to rules of civil procedure]	No
V.R.C.P. 31	Depositions upon written questions [related to rules of civil procedure]	No

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V.R.C.P. 32	Use of depositions in court proceedings [related to rules of civil procedure]	No
V.R.C.P. 33	Interrogatories to parties [related to rules of civil procedure]	No
V.R.C.P. 34	Production of documents and things and entry upon land for inspection and other purposes [related to rules of civil procedure]	No
V.R.C.P. 35	Physical and mental examination of persons [related to rules of civil procedure]	No
V.R.C.P. 36	Requests for admission [related to rules of civil procedure]	No
V.R.C.P. 37	Failure to make discovery: sanctions [related to rules of civil procedure]	No
V.R.C.P. 38	Jury trial of right [related to rules of civil procedure]	No
V.R.C.P. 39	Trial by jury or by the court; action in law and equity [related to rules of civil procedure]	No
V.R.C.P. 4	Process [related to rules of civil procedure]	No
V.R.C.P. 4.1	Attachment [related to rules of civil procedure]	No
V.R.C.P. 40	Calendar; assignment; continuances; disqualification [related to rules of civil procedure]	No
V.R.C.P. 41	Dismissal of actions [related to rules of civil procedure]	No
V.R.C.P. 42	Consolidation; separate trials [related to rules of civil procedure]	No
V.R.C.P. 43	Evidence [related to rules of civil procedure]	No
V.R.C.P. 44	Proof of official record [related to rules of civil procedure]	No
V.R.C.P. 45	Subpoena [related to rules of civil procedure]	No
V.R.C.P. 47	Jurors [related to rules of civil procedure]	No
V.R.C.P. 5	Service and filing of pleadings and other papers [related to rules of civil procedure]	No
V.R.C.P. 50	Judgement as a matter of law in actions tried by a jury; alternative motions for new trial; conditional rulings	No
V.R.C.P. 51	Argument of counsel; instructions to jury	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

V.R.C.P. 52	Findings by the court	No
V.R.C.P. 53	Masters [related to rules of civil procedure]	No
V.R.C.P. 54	Judgements; costs [related to rules of civil procedure]	No
V.R.C.P. 55	Default [related to rules of civil procedure]	No
V.R.C.P. 56	Summary judgment [related to rules of civil procedure]	No
V.R.C.P. 58	Entry of judgement [related to rules of civil procedure]	No
V.R.C.P. 59	New trials: amendment of judgments [related to rules of civil procedure]	No
V.R.C.P. 6	Time [related to rules of civil procedure]	No
V.R.C.P. 60	Relief from judgement or order [related to rules of civil procedure]	No
V.R.C.P. 64	Replevin [related to rules of civil procedure]	No
V.R.C.P. 65	Injunctions [related to rules of civil procedure]	No
V.R.C.P. 68	Offer of judgement [related to rules of civil procedure]	No
V.R.C.P. 69	Execution [related to rules of civil procedure]	No
V.R.C.P. 7	Pleadings allowed; form of motions	No
V.R.C.P. 72	Appeals from the probate divisions [related to rules of civil procedure]	No
V.R.C.P. 74	Appeals from decisions of governmental agencies	No
V.R.C.P. 75	Review of governmental action [related to rules of civil procedure]	No
V.R.C.P. 78	Motion day [related to rules of civil procedure]	No
V.R.C.P. 79.1	Appearance and withdrawal of attorneys [related to rules of civil procedure]	No
V.R.C.P. 79.2	Recording court proceedings [related to rules of civil procedure]	No
V.R.C.P. 79.3	Use of video recording equipment in trial court proceedings [related to rules of civil procedure]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

V.R.C.P. 8	General rules of pleading [related to rules of civil procedure]	No
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SRS-1531.1129: Misdemeanor Case Files	<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
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
12 V.S.A. § 1664	Immunity of witnesses	No
12 V.S.A. § 3963	Receipt and return of writ; notice to State's Attorney or Attorney General	No
12 V.S.A. § 3970	Prisoner charged with crime, notice to State's Attorney	No
12 V.S.A. § 3971	Pleading; hearing [related to habeas corpus]	No
12 V.S.A. § 4988	Prosecution by State's Attorney [related to forfeiture of grants]	No
12 V.S.A. § 511	Civil action [related to limitation of time for commencement of actions]	No
12 V.S.A. § 701	Summons	No
13 V.S.A. § 2810	Commencement of civil action [related to obscenity]	No
13 V.S.A. § 3256	Testing for infectious diseases	Yes
13 V.S.A. § 4508	When prosecution deemed commenced	No
13 V.S.A. § 4638	Which State's Attorney to prosecute	No
13 V.S.A. § 4703	Payment of fees [related to search warrants]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

13 V.S.A. § 4821	Notice of hearing; procedures [related to insanity as a defense]	No
13 V.S.A. § 5561	Petition for postconviction DNA testing	No
13 V.S.A. § 5563	Victim notification [related to postconviction DNA testing]	No
13 V.S.A. § 6565	Pleas [related to pleadings and proof; trial]	No
13 V.S.A. § 6607	Disclosure of confidential records; notice to prosecution	No
13 V.S.A. § 7041	Deferred sentence [related to sentence and commitment]	Yes
13 V.S.A. § 7043	Restitution	Yes
13 V.S.A. § 7133	Notice and hearing [related to petition for review]	No
13 V.S.A. § 7602	Expungement and sealing of record, postconviction; procedure	Yes
13 V.S.A. § 7603	Expungement and sealing of record, no conviction; procedure	Yes
13 V.S.A. § 7606	Effect of expungement	Yes
13 V.S.A. § 7607	Effect of sealing	Yes
13 V.S.A. § 7609	Expungement of criminal history records of an individual 18-21 years of age	No
13 V.S.A. § 8002	Definitions [related to uniform collateral consequences of conviction]	No
17 V.S.A. § 2616	Jurisdiction to prosecute criminal offenses	No
20 V.S.A. § 2056a	Dissemination of criminal history records to criminal justice agencies	No
20 V.S.A. § 2862	Assistance of state's attorney in investigation [related to the prevention and investigation of fires]	No
20 V.S.A. § 2869	Prosecution [related to prevention and investigation of fires]	No
24 V.S.A. § 1974a	Enforcement of civil ordinance violations	No
24 V.S.A. § 361	General duties [related to State's Attorneys]	No
24 V.S.A. § 367	Department of State's Attorneys	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

28 V.S.A. § 1503	Prisoner's request for final disposition-Article III	No
28 V.S.A. § 252a	Review of probation conditions	No
28 V.S.A. § 809	Pardons; application; notice; hearing; decision [related to supervision of adult inmates at the correctional facilities]	No
3 V.S.A. § 127	Unauthorized practice [related to professional regulation]	No
3 V.S.A. § 152	Scope of authority [related to Attorney General]	No
3 V.S.A. § 157	Appearance for state [related to Attorney General]	No
3 V.S.A. § 160	State claims	No
3 V.S.A. § 164	Adult court diversion project	Yes
3 V.S.A. § 167	Public funds investigation special fund	No
4 V.S.A. § 1105	Answer to complaint; default [related to Judicial Bureau]	No
42 CFR 1007	State Medicaid fraud control units	No
42 CFR 455	Program integrity: Medicaid	No
45 CFR 164	Security and privacy [related to public welfare]	Yes
45 CFR 75	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
7 V.S.A. § 104	Duties [related to liquor control board]	No
7 V.S.A. § 212	Complaints and prosecutions [related to alcoholic beverages]	No
7 V.S.A. § 564	Notice of seizure; hearing; fees	No
9 V.S.A. § 2458	Restraining prohibited acts [related to consumer protection]	No
9 V.S.A. § 2459	Assurance of discontinuance [related to consumer protection]	No
9 V.S.A. § 2462	Action by state's attorney [related to consumer protection]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

V.R.C.P. 59	New trials: amendment of judgments [related to rules of civil procedure]	No
V.R.C.P. 80.4	Habeas corpus [related to rules of civil procedure]	No
V.R.Cr.P. 11	Pleas [related to rules of criminal procedure]	No
V.R.Cr.P. 12.1	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No
V.R.Cr.P. 15	Depositions [related to rules of criminal procedure]	No
V.R.Cr.P. 16	Discovery by defendant [related to rules of criminal procedure]	Yes
V.R.Cr.P. 16.1	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
V.R.Cr.P. 23	Trial by jury or by the court	No
V.R.Cr.P. 3	Arrest without a warrant; citation to appear [related to criminal allegations and adjudication]	No
V.R.Cr.P. 35	Correction, reduction and modification of sentence	No
V.R.Cr.P. 4	Summons or arrest warrant upon indictment or information [related to rules for criminal procedure]	No
V.R.Cr.P. 41.1	Nontestimonial identification [related to rules of criminal procedure]	No
V.R.Cr.P. 48	Dismissal [related to criminal allegations and trials]	No

SRS-1535.1129: Nonviolent Felony Case Files

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 320	Penalties [related to access to public records]	No
12 V.S.A. § 1664	Immunity of witnesses	No
12 V.S.A. § 3963	Receipt and return of writ; notice to State's Attorney or Attorney General	No
12 V.S.A. § 3970	Prisoner charged with crime, notice to State's Attorney	No
12 V.S.A. § 3971	Pleading; hearing [related to habeas corpus]	No
12 V.S.A. § 4988	Prosecution by State's Attorney [related to forfeiture of grants]	No
12 V.S.A. § 701	Summons	No
13 V.S.A. § 3256	Testing for infectious diseases	Yes
13 V.S.A. § 4508	When prosecution deemed commenced	No
13 V.S.A. § 4638	Which State's Attorney to prosecute	No
13 V.S.A. § 4703	Payment of fees [related to search warrants]	No
13 V.S.A. § 4821	Notice of hearing; procedures [related to insanity as a defense]	No
13 V.S.A. § 5563	Victim notification [related to postconviction DNA testing]	No
13 V.S.A. § 6565	Pleas [related to pleadings and proof; trial]	No
13 V.S.A. § 6607	Disclosure of confidential records; notice to prosecution	No
13 V.S.A. § 7041	Deferred sentence [related to sentence and commitment]	Yes
13 V.S.A. § 7043	Restitution	Yes
13 V.S.A. § 7133	Notice and hearing [related to petition for review]	No
13 V.S.A. § 7602	Expungement and sealing of record, postconviction; procedure	Yes
13 V.S.A. § 7603	Expungement and sealing of record, no conviction; procedure	Yes
13 V.S.A. § 7606	Effect of expungement	Yes

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

13 V.S.A. § 7607	Effect of sealing	Yes
13 V.S.A. § 7609	Expungement of criminal history records of an individual 18-21 years of age	No
13 V.S.A. § 8002	Definitions [related to uniform collateral consequences of conviction]	No
13 V.S.A. § 8013	Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights	No
17 V.S.A. § 2616	Jurisdiction to prosecute criminal offenses	No
20 V.S.A. § 2056a	Dissemination of criminal history records to criminal justice agencies	No
20 V.S.A. § 2862	Assistance of state's attorney in investigation [related to the prevention and investigation of fires]	No
20 V.S.A. § 2869	Prosecution [related to prevention and investigation of fires]	No
24 V.S.A. § 361	General duties [related to State's Attorneys]	No
24 V.S.A. § 367	Department of State's Attorneys	No
28 V.S.A. § 1503	Prisoner's request for final disposition-Article III	No
28 V.S.A. § 252a	Review of probation conditions	No
28 V.S.A. § 809	Pardons; application; notice; hearing; decision [related to supervision of adult inmates at the correctional facilities]	No
3 V.S.A. § 152	Scope of authority [related to Attorney General]	No
3 V.S.A. § 157	Appearance for state [related to Attorney General]	No
3 V.S.A. § 160	State claims	No
3 V.S.A. § 164	Adult court diversion project	Yes
3 V.S.A. § 167	Public funds investigation special fund	No
42 CFR 1007	State Medicaid fraud control units	No
42 CFR 455	Program integrity: Medicaid	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

45 CFR 164	Security and privacy [related to public welfare]	Yes
45 CFR 75	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
V.R.C.P. 80.4	Habeas corpus [related to rules of civil procedure]	No
V.R.Cr.P. 10	Arraignment	No
V.R.Cr.P. 11	Pleas [related to rules of criminal procedure]	No
V.R.Cr.P. 12.1	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No
V.R.Cr.P. 14	Severance of offenses or defendants	No
V.R.Cr.P. 15	Depositions [related to rules of criminal procedure]	No
V.R.Cr.P. 16	Discovery by defendant [related to rules of criminal procedure]	Yes
V.R.Cr.P. 16.1	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
V.R.Cr.P. 23	Trial by jury or by the court	No
V.R.Cr.P. 3	Arrest without a warrant; citation to appear [related to criminal allegations and adjudication]	No
V.R.Cr.P. 35	Correction, reduction and modification of sentence	No
V.R.Cr.P. 4	Summons or arrest warrant upon indictment or information [related to rules for criminal procedure]	No
V.R.Cr.P. 41.1	Nontestimonial identification [related to rules of criminal procedure]	No
V.R.Cr.P. 48	Dismissal [related to criminal allegations and trials]	No
V.R.Cr.P. 7	The indictment and the information	No

SRS-1536.1129: Violent Felony Case Files

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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
12 V.S.A. § 1664	Immunity of witnesses	No
12 V.S.A. § 3963	Receipt and return of writ; notice to State's Attorney or Attorney General	No
12 V.S.A. § 3970	Prisoner charged with crime, notice to State's Attorney	No
12 V.S.A. § 3971	Pleading; hearing [related to habeas corpus]	No
12 V.S.A. § 4988	Prosecution by State's Attorney [related to forfeiture of grants]	No
12 V.S.A. § 701	Summons	No
13 V.S.A. § 2826	Evidence of age [related to sexual exploitation of children]	No
13 V.S.A. § 3255	Evidence [related to sexual assault]	No
13 V.S.A. § 3256	Testing for infectious diseases	Yes
13 V.S.A. § 4508	When prosecution deemed commenced	No
13 V.S.A. § 4638	Which State's Attorney to prosecute	No
13 V.S.A. § 4703	Payment of fees [related to search warrants]	No
13 V.S.A. § 4821	Notice of hearing; procedures [related to insanity as a defense]	No
13 V.S.A. § 5561	Petition for postconviction DNA testing	No
13 V.S.A. § 5563	Victim notification [related to postconviction DNA testing]	No
13 V.S.A. § 6565	Pleas [related to pleadings and proof; trial]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

13 V.S.A. § 6607	Disclosure of confidential records; notice to prosecution	No
13 V.S.A. § 7041	Deferred sentence [related to sentence and commitment]	Yes
13 V.S.A. § 7043	Restitution	Yes
13 V.S.A. § 7133	Notice and hearing [related to petition for review]	No
13 V.S.A. § 8002	Definitions [related to uniform collateral consequences of conviction]	No
13 V.S.A. § 8013	Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights	No
17 V.S.A. § 2616	Jurisdiction to prosecute criminal offenses	No
18 V.S.A. § 5205	Death certificate when no attending physician and in other circumstances; autopsy	Yes
20 V.S.A. § 2056a	Dissemination of criminal history records to criminal justice agencies	No
20 V.S.A. § 2869	Prosecution [related to prevention and investigation of fires]	No
24 V.S.A. § 361	General duties [related to State's Attorneys]	No
24 V.S.A. § 367	Department of State's Attorneys	No
28 V.S.A. § 1503	Prisoner's request for final disposition-Article III	No
28 V.S.A. § 252a	Review of probation conditions	No
28 V.S.A. § 809	Pardons; application; notice; hearing; decision [related to supervision of adult inmates at the correctional facilities]	No
3 V.S.A. § 152	Scope of authority [related to Attorney General]	No
3 V.S.A. § 157	Appearance for state [related to Attorney General]	No
3 V.S.A. § 160	State claims	No
45 CFR 164	Security and privacy [related to public welfare]	Yes
V.R.Cr.P. 11	Pleas [related to rules of criminal procedure]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

V.R.Cr.P. 12.1	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No
V.R.Cr.P. 14	Severance of offenses or defendants	No
V.R.Cr.P. 15	Depositions [related to rules of criminal procedure]	No
V.R.Cr.P. 16	Discovery by defendant [related to rules of criminal procedure]	Yes
V.R.Cr.P. 16.1	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
V.R.Cr.P. 23	Trial by jury or by the court	No
V.R.Cr.P. 3	Arrest without a warrant; citation to appear [related to criminal allegations and adjudication]	No
V.R.Cr.P. 35	Correction, reduction and modification of sentence	No
V.R.Cr.P. 4	Summons or arrest warrant upon indictment or information [related to rules for criminal procedure]	No
V.R.Cr.P. 41	Search and seizure [related to rules of criminal procedure]	No
V.R.Cr.P. 41.1	Nontestimonial identification [related to rules of criminal procedure]	No
V.R.Cr.P. 48	Dismissal [related to criminal allegations and trials]	No
V.R.Cr.P. 7	The indictment and the information	No