



AGENCY SPECIFIC RECORD SCHEDULE FOR: Motor Vehicles, Dept. 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 (Motor Vehicles, Dept. 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 Commissioner Wanda Minoli on 5/30/2023.**

Wanda Minoli, Department Commissioner / Motor Vehicles, Dept. of *Date*

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-2023.1059: Dealer Licensing and Registration Records

SRS-2023.1059: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the licensing and registration of persons, partnerships, corporations, or other entities engaged in the business of selling or exchanging new or used motor vehicles, snowmobiles, motorboats, or all-terrain vehicles, as well as in the business of transporting vehicles in the State of Vermont.

Classification: Dealer businesses (Licensing)

Retention: Retain applications and waivers until completed/closed, plus three (3) years, then destroy. Completed/closed means the Department of Motor Vehicles issued a decision to approve or deny a dealer license.

Retain reports until completed/closed, plus six (6) years, then destroy.

Retain decisions until they expire, plus three (3) years, then destroy. Expired means an issued license is no longer valid for engaging in a dealer business in Vermont and a denial, revocation, suspension, or cancellation is no longer active.

Registers that provide for the systematic and regular recording of dealer licensing and registration 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 dealer business licensing and registration may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2023.1059 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-2023.1059.8 Applications Public Access: <i>Redact</i>	Use for applications related to the licensing and registration of dealers. Includes bonds, letters of credit, and other significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-2023.1059.133 Decisions Public Access: <i>Redact</i>	Use for decisions to issue, deny, or cancel licenses and certificates of registration for dealers. Includes temporary certificates of dealer registration and license certificates issued by the Department.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-2023.1059.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for formal announcements, notifications, or warnings required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-2023.1059.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of licensing and registering dealers.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-2023.1059.144 Reports Public Access: <i>Redact</i></p>	<p>Use for reports and similar narrative statements received by the Department related to licensing and registering dealers. Includes reports of sales submitted by dealers.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-2023.1059.150 Waivers Public Access: <i>Redact</i></p>	<p>Use for waivers issued by the Department that waive requirements or fees related to licensing and registering dealers.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>

SRS-2023.1059 was approved by the Vermont State Archivist on 5/10/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1802.1033: Driver Improvement Records

SRS-1802.1033: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, enforcement actions taken against an operator of a motor vehicle to suspend, restrict, revoke, or reinstate their license to operate a motor vehicle.

Classification: Motor vehicles, Operation of (Enforcing)

Retention: Retain complaints, decisions, orders, reports, and supporting material until completed/closed, plus six (6) years, then destroy. Completed/closed means no further action is pending on an enforcement action to suspend, restrict, revoke, or reinstate an operator's motor vehicle license.

Retain histories until life of the individual ends, plus six (6) years, then destroy.

Registers that provide for the systematic and regular recording of enforcement actions to suspend, restrict, revoke, or reinstate an operator's motor vehicle license 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 to suspend, restrict, revoke, or reinstate an operator's motor vehicle license may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1802.1033 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1802.1033.24 Complaints Public Access: <i>Redact</i>	Use for complaints and similar requests for enforcement actions on an operator's motor vehicle license. Includes reports of violation, affidavits of law enforcement officers, or the results of special examinations.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1802.1033.133 Decisions Public Access: <i>Redact</i>	Use for written decisions related to enforcement actions on an operator's motor vehicle license. Includes significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1802.1033.45 Histories Public Access: <i>Redact</i>	Use for chronological narratives and summaries of events related to an operator's motor vehicle history. Includes driver histories.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1802.1033.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for official, written statements, notices, or announcements required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1033.63 Orders Public Access: <i>Redact</i></p>	<p>Use for directions or commands issued by a court or other adjudicative body related to the suspension, revocation, restriction, or reinstatement of an operator's motor vehicle license.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1033.81 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 actions on an operator's motor vehicle license. Includes lists of suspensions and revocations provided to law enforcement.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1033.144 Reports Public Access: <i>Redact</i></p>	<p>Use for reports and similar narratives created by the Department related to enforcement actions on an operator's motor vehicle license. Includes crash reports related to enforcement actions.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1033.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received during an enforcement actions on an operator's motor vehicle license. Includes proof of financial responsibility and medical evaluations.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>

SRS-1802.1033 was approved by the Vermont State Archivist on 5/10/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1802.1059: Driver License Records

SRS-1802.1059: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the licensing of Vermont residents to operate motor vehicles, including commercial motor vehicles, in the State of Vermont.

Classification: Motor vehicles, Operation of (Licensing)

Retention: Retain applications until completed/closed, plus ten (10) years, then destroy by shredding. Completed/closed means the Department of Motor Vehicles issued a decision to approve or deny a license to operate a motor vehicle.

Retain certificates, decisions, and supporting material until expired, plus four (4) years, then destroy by shredding. Expired means an issued license is no longer valid for motor vehicle operation and a denial, revocation, suspension, or cancellation is no longer active.

Registers or systems that serve as the official recording of licensing the operation of motor vehicles 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 licensing the operation of motor vehicles may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1802.1059 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1802.1059.8 Applications Public Access: <i>Redact</i>	Use for applications submitted to the Department of Motor Vehicles related to licensing the operation of motor vehicles. Includes amendments, renewals, recorded evidence of approvals, and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (Shred)
SRS-1802.1059.21 Certificates Public Access: <i>Redact</i>	Use for certificates and similar statements of qualifications that serve as verification that conditions or requirements for obtaining a license to operate a motor vehicle have or have not been met. Includes, examinations, examination waivers, and endorsement requirements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1802.1059.133 Decisions Public Access: <i>Redact</i></p>	<p>Use for written decisions to grant, deny, revoke, suspend, or cancel the license to operate a motor vehicle. Includes motor vehicle operator's licenses, junior operator's licenses, operator's privilege cards, learner's permits, classifications, endorsements, and restrictions.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1059.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for official, written statements, notices, or announcements required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1059.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registries, database, and similar systems that provide for the systematic and regular recording of licensing the operation of motor vehicles, including license status and other relevant information.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1802.1059.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records, not otherwise specified in this schedule, created or received during the course of licensing the operation of motor vehicles. Includes photographs supplied for license certificates.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)</p>

SRS-1802.1059 was approved by the Vermont State Archivist on 5/10/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-2026.1107: Nondriver Identification Card Records

SRS-2026.1107: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, certifying the identity of nondrivers residing in the State or nondrivers maintaining a permanent place of residence within the State.

Classification: Nondriver identifications (Certifying)

Retention: Retain applications until completed/closed, plus ten (10) years, then destroy. Completed/closed means the Department of Motor Vehicles issued a decision related to the certification of a nondriver's identity.

Retain certificates, decisions, and supporting material until expired, plus four (4) years, then destroy by shredding. Expired means an issued nondriver identification card is no longer valid identification.

Registers or systems that serve as the official recording of the certification of a nondriver's identity shall be retained until the system 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 certifying a nondriver's identity may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2026.1107 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-2026.1107.8 Applications Public Access: <i>Redact</i>	Use for applications submitted to the Department of Motor Vehicles related to certifying a nondriver's identity. Includes significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (Shred)
SRS-2026.1107.21 Certificates Public Access: <i>Redact</i>	Use for certificates and similar statements of qualifications that serve as verification that conditions or requirements for certifying a nondriver's identity have or have not been met.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)
SRS-2026.1107.133 Decisions Public Access: <i>Redact</i>	Use for written decisions granting, denying, revoking, suspending, or canceling the certification of a nondriver's identity.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-2026.1107.50 Notices, Legal Public Access: <i>Redact</i></p>	<p>Use for official, written statements, notices, or announcements required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-2026.1107.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of the certification of nondriver identification.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-2026.1107.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records, not otherwise specified in this schedule, created or received during the course of certifying a nondriver's identity. Includes photographs supplied by applicants.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)</p>

SRS-2026.1107 was approved by the Vermont State Archivist on 5/10/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-2013.1109: Vehicle Registration Records

SRS-2013.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registration of vehicles, including snowmobiles and all-terrain vehicles, or motorboats in the State of Vermont.

Classification: Vehicles or motorboats (Registering)

Retention: Retain applications, reports, and waivers until completed/closed, plus three (3) years, then destroy. Completed/closed means the Department of Motor Vehicles issued a decision to approve or deny the registration of a vehicle or motorboat.

Retain decisions until they expire, plus three (3) years, then destroy. Expired means a registration is no longer valid for a vehicle or motorboat and a denial, revocation, suspension, or cancellation is no longer active.

Registers that provide for the systematic and regular recording of vehicle or motorboat registrations 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 registering vehicles or motorboats may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Redact

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2013.1109 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-2013.1109.8 Applications Public Access: <i>Redact</i>	Use for applications submitted to the Department related to registering a vehicle or motorboat. Includes significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-2013.1109.133 Decisions Public Access: <i>Redact</i>	Use for decisions to issue, deny, or cancel certificates of registration for vehicles or motorboats. Includes temporary certificates of registration, special permits issued to vehicles registered in other states and vessel validations for motorboats.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-2013.1109.50 Notices, Legal Public Access: <i>General</i>	Use for formal announcements, notifications, or warnings required by law. Includes returned certified mail.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-2013.1109.81 Registers Public Access: <i>Redact</i>	Use for registers, databases, and similar systems that provide for the systematic and regular recording of registering vehicles or motorboats.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)
SRS-2013.1109.144 Reports Public Access: <i>Redact</i>	Use for reports and similar narrative statements received by the Department related to registering a vehicle or motorboat. Includes reinspection reports and initiating requests.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-2013.1109.150 Waivers Public Access: <i>Redact</i>	Use for waivers issued by the Department that waive requirements or fees related to registering vehicles and motorboats.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)

SRS-2013.1109 was approved by the Vermont State Archivist on 5/10/2023.

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-2023.1059: Dealer Licensing and Registration 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. § 318a	Executive branch agency Public Records Request System	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
18 U.S.C. § 2721	Prohibition on release and use of certain personal information from State motor vehicle records	Yes
23 V.S.A. § 102	Duties of Commissioner [related to Motor Vehicle Department]	No
23 V.S.A. § 104	Public records [related to Motor Vehicle Department]	Yes
23 V.S.A. § 201	Applications to be under oath [related to provisions common to registration and operator's licenses]	No
23 V.S.A. § 205	Notification of change of name or address [related to motor vehicles]	No
23 V.S.A. § 3204	Registration fees and dealer plates [related to snowmobiles]	No
23 V.S.A. § 3305	Fees [related to motorboats]	No
23 V.S.A. § 3504	Registration fees and plates [related to all-terrain vehicles]	No
23 V.S.A. § 450a	Dealer registration; eligibility	No
23 V.S.A. § 451	Dealer's certificate [related to motor vehicles]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

23 V.S.A. § 452	Expiration [related to registration of dealers and transporters]	No
23 V.S.A. § 459	Notice, application, and fees to Commissioner [related registration of dealers and transporters]	No
23 V.S.A. § 462	Cancellation, revocation, or suspension of dealer's registration	No
23 V.S.A. § 466	Records; custodian [related to motor vehicles]	No
23 V.S.A. § 467	Dealer duty to report sales, return expired plates	No
23 V.S.A. § 472	Evidence of authorization [related to registration of dealers and transporters]	No
23 V.S.A. § 491	Transporter application; eligibility; use of transporter plates	No
23 V.S.A. § 492	Certificate; expiration [related to registration of dealers and transporters]	No
23 V.S.A. § 514	Replacement number plates [related to general registration]	No
CVR 14-050-001	All-terrain vehicles general provisions	No
CVR 14-050-012	Motor vehicle dealer bond	No
CVR 14-050-024	Registration of motorboats and regattas, races, marine parades, tournaments or exhibitions	No
CVR 14-050-027	Registration and operation of snowmobiles, and VAST snowmobile registrations	No
CVR 14-050-050	Vermont dealer licensing and schedule of penalties and suspension [related to motor vehicles]	No

SRS-1802.1033: Driver Improvement 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. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 318a	Executive branch agency Public Records Request System	No
15 V.S.A. § 798	Enforcement of child support orders; suspension of licenses	No
18 U.S.C. § 2721	Prohibition on release and use of certain personal information from State motor vehicle records	Yes

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

23 CFR 1327	Procedures for participating in and receiving information from the national driver register problem driver pointer system	No
23 V.S.A. § 1016	Reports of arrests [related to operation of vehicles]	No
23 V.S.A. § 102	Duties of Commissioner [related to Motor Vehicle Department]	No
23 V.S.A. § 109	Lists of suspensions [related to Motor Vehicle Department]	No
23 V.S.A. § 1129	Accidents-reports [related to operation of vehicles]	No
23 V.S.A. § 1201	Operating vehicle under the influence of alcohol or other substance; criminal refusal; enhanced penalty for BAC of 0.16 or more	No
23 V.S.A. § 1201c	Calculation of suspensions, and revocations [related to drunken driving]	No
23 V.S.A. § 1203	Administration of tests; retention of test and videotape [related to drunken driving]	No
23 V.S.A. § 1205	Civil suspension; summary procedure	No
23 V.S.A. § 1206	Suspension of license for driving while under influence; first conviction	No
23 V.S.A. § 1208	Suspensions for subsequent convictions [related to drunken driving]	No
23 V.S.A. § 1209a	Conditions of reinstatement; alcohol and driving education; screening; therapy programs	No
23 V.S.A. § 1213	Ignition interlock restricted driver's license or certificate; penalties	No
23 V.S.A. § 1216	Persons under 21 years of age; alcohol concentration of 0.02 or more	No
23 V.S.A. § 1709	Report of convictions to Commissioner of Motor Vehicles	No
23 V.S.A. § 2308	Reports [related to traffic violations]	No
23 V.S.A. § 2309	Violation report; assessment of points	No
23 V.S.A. § 2503	Recording assessments [related to motor vehicle violations; point system]	No
23 V.S.A. § 2506	Procedure [related to motor vehicle violations; point system]	No
23 V.S.A. § 3507	Enforcement; penalties and revocation of registration [related to all-terrain vehicles]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

23 V.S.A. § 4112	Records notification [related to commercial driver license act]	No
23 V.S.A. § 4116	Disqualification [related to commercial driver license act]	No
23 V.S.A. § 4116a	Suspension of operating privilege [related to commercial driver license act]	No
23 V.S.A. § 612	Restricted license [related to operators' licenses]	No
23 V.S.A. § 671	Suspension and revocation [related to operators' licenses]	No
23 V.S.A. § 672	Suspending or revoking right of nonresident operator	No
23 V.S.A. § 673a	Habitual offenders [related to operators' licenses]	No
23 V.S.A. § 674	Operating after suspension or revocation of license; penalty; removal of registration plates; towing	No
23 V.S.A. § 675	Fee prior to termination or reinstatement of suspension or revocation of license	No
23 V.S.A. § 722	Recommendation of a court [related to driver retraining program]	No
23 V.S.A. § 723a	Operation of course by Department of Motor Vehicles	No
23 V.S.A. § 802	Suspension of license [related to financial responsibility and insurance]	No
23 V.S.A. § 803	Proof of financial responsibility to be kept in force [related to motor vehicles]	No
49 CFR 383	Commercial driver's license standards; requirements and penalties	No
49 CFR 384	State compliance with commercial driver's license program	No
7 V.S.A. § 656	Person under 21 years of age misrepresenting age, procuring, possessing, or consuming alcoholic beverages; civil violation	No
CVR 14-050-029	Special examinations [related to Motor Vehicles Department]	No
CVR 14-050-035	Hearing division [related to Motor Vehicles Department]	No
CVR 14-050-040	Physical conditions as pertains to fainting spells, blackouts or any other reason causing a period of unconsciousness	No
CVR 14-050-044	CDL: reduction of life disqualification	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

CVR 14-050-046	Child support suspension [related to Motor Vehicles Department]	No
CVR 14-050-053	Ignition interlock program	No

SRS-1802.1059: Driver License 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. § 318a	Executive branch agency Public Records Request System	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
18 U.S.C. § 2721	Prohibition on release and use of certain personal information from State motor vehicle records	Yes
23 V.S.A. § 102	Duties of Commissioner [related to Motor Vehicle Department]	No
23 V.S.A. § 104	Public records [related to Motor Vehicle Department]	Yes
23 V.S.A. § 115	Nondriver identification cards	No
23 V.S.A. § 4	Definitions [related to motor vehicles]	No
23 V.S.A. § 4108	Commercial driver license, commercial learner's permit qualification standards	No
23 V.S.A. § 4110	Application for commercial driver license or commercial learner's permit	No
23 V.S.A. § 4111	Commercial driver license	No
23 V.S.A. § 4111a	Commercial learner's permit	No
23 V.S.A. § 4121	Applicants for school bus endorsements	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

23 V.S.A. § 603	Application for and issuance of license [related to motor vehicles]	No
23 V.S.A. § 607	Junior operator's license	No
23 V.S.A. § 610	License certificates [related to operators' licenses]	No
23 V.S.A. § 615	Unlicensed operators	No
23 V.S.A. § 616	Extension of license for members of U.S. Armed Forces and immediate family members	No
23 V.S.A. § 617	Learner's permit	No
23 V.S.A. § 632	Examination required; waiver [related to operators' licenses]	No
49 CFR 384	State compliance with commercial driver's license program	No
6 CFR 37	Real ID driver's licenses and identification cards [related to domestic security]	No
CVR 14-050-010	Identify documents for learner's permit, operator's license, and non-driver ID	No
CVR 14-050-018	DMV rule no. 9 - operator license endorsements	No
CVR 14-050-029	Special examinations [related to Motor Vehicles Department]	No
CVR 14-050-037	Requirements for motorcycle rider training instructors, sponsors and students	No
CVR 14-050-038	Commercial driver license program	No
CVR 14-050-040	Physical conditions as pertains to fainting spells, blackouts or any other reason causing a period of unconsciousness	No

SRS-2026.1107: Nondriver Identification Card 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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 318a	Executive branch agency Public Records Request System	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
18 U.S.C. § 2721	Prohibition on release and use of certain personal information from State motor vehicle records	Yes
23 V.S.A. § 102	Duties of Commissioner [related to Motor Vehicle Department]	No
23 V.S.A. § 104	Public records [related to Motor Vehicle Department]	Yes
23 V.S.A. § 115	Nondriver identification cards	No
23 V.S.A. § 4	Definitions [related to motor vehicles]	No
23 V.S.A. § 603	Application for and issuance of license [related to motor vehicles]	No
6 CFR 37	Real ID driver's licenses and identification cards [related to domestic security]	No
CVR 14-050-010	Identify documents for learner's permit, operator's license, and non-driver ID	No

SRS-2013.1109: Vehicle Registration 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. § 318a	Executive branch agency Public Records Request System	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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

18 U.S.C. § 2721	Prohibition on release and use of certain personal information from State motor vehicle records	Yes
23 V.S.A. § 102	Duties of Commissioner [related to Motor Vehicle Department]	No
23 V.S.A. § 104	Public records [related to Motor Vehicle Department]	Yes
23 V.S.A. § 204	Surrender of license or registration	No
23 V.S.A. § 205	Notification of change of name or address [related to motor vehicles]	No
23 V.S.A. § 302	Period of registration	No
23 V.S.A. § 303	Application required [related to general registration]	No
23 V.S.A. § 304	Registration certificates; number plates; vanity and other special plates	No
23 V.S.A. § 304a	Special registration plates and placards for people with disabilities	No
23 V.S.A. § 307	Carrying of registration certificate; replacement and corrected certificates	No
23 V.S.A. § 308	Suspension, revocation, and denial of registration; reinstatement fee	No
23 V.S.A. § 311	Permits for nonregisterable vehicles	No
23 V.S.A. § 312	Temporary registration pending issuance of certificate of title [related to general registration]	No
23 V.S.A. § 313	Commercial vehicle operation; denial of registration	No
23 V.S.A. § 314	Commercial motor vehicles; registration; suspension or revocation	No
23 V.S.A. § 3202	Registration and TMA decal required; exceptions	No
23 V.S.A. § 3203	Termination of registration [related to snowmobiles]	No
23 V.S.A. § 3204	Registration fees and dealer plates [related to snowmobiles]	No
23 V.S.A. § 321	Procedure upon transfer [related to general registration]	No
23 V.S.A. § 325	Refund of part of old registration fee	No
23 V.S.A. § 326	Refund upon loss of vehicle	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

23 V.S.A. § 3307a	Documented motorboat validation sticker	No
23 V.S.A. § 3502	Registration and trail access decal (TAD) required; exceptions	No
23 V.S.A. § 3503	Transfer of registration [related to all-terrain vehicles]	No
23 V.S.A. § 3703	Temporary authorization [related to international registration plan]	No
23 V.S.A. § 414	Special permits for foreign public utilities [related to nonresident and zone registration]	No
23 V.S.A. § 415	Nondiesel fuel user's license	No
23 V.S.A. § 458	Temporary plate on sold or exchanged vehicles	No
23 V.S.A. § 473	When registration is allowed, required; penalties	No
23 V.S.A. § 518	Electronic issuance of temporary plate and temporary registration	No
23 V.S.A. § 6	Vehicle registration renewal by Municipal Clerks	No
CVR 14-050-001	All-terrain vehicles general provisions	No
CVR 14-050-013	Motor vehicle purchase and use tax	No
CVR 14-050-024	Registration of motorboats and regattas, races, marine parades, tournaments or exhibitions	No
CVR 14-050-025	DMV rule no. 16 - registration plates	No
CVR 14-050-027	Registration and operation of snowmobiles, and VAST snowmobile registrations	No
CVR 14-050-036	Rules for motor carrier safety standards	No