

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**Issued to: Public Safety, Dept. of**

**Published: 4/2/2024**



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

**AGENCY SPECIFIC RECORD SCHEDULE FOR: Public Safety, 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 (Public Safety, 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. Adopted by Commissioner Morrison on 5/2/2024.**

*Jennifer Morrison, Department Commissioner / Public Safety, Dept. of*

*Date*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1820.1104: Building Permit Records**

*SRS-1820.1104: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, permitting the construction of public buildings.*

**Classification:** Public buildings (Permitting)

**Retention:** Retain decisions, relevant supporting material, and substantive correspondence related to the permitting of public buildings until the permit is expired, plus three (3) years then destroy. Expired means compliance with the conditions outlined in the permit are no longer required, the permit is denied, revoked, or six (6) months after non-commencement of a project.

Permits, including any amendments, revocations, and waivers must be recorded in municipal building inspector records. Permit denials are not required to be recorded.

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 permitting process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

The permitting process is considered completed/closed upon issuance of a certificate of occupancy.

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1820.1104 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1820.1104.8</b> <b>Applications</b> Public Access: <i>General</i>	Use for applications for building and construction permits. Includes complaints, initial requests for public building permits, work notices and additional documentation submitted by the applicant.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1820.1104.141</b> <b>Authorizations</b> Public Access: <i>General</i>	Use for written permissions from the Department allowing or requiring recipients to perform specific activities in connection with the permitting of public buildings. Includes initial requests, waivers, variances and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1820.1104.21</b> <b>Certificates</b> Public Access: <i>General</i>	Use for written documents submitted by a permittee as official verification that conditions or requirements for a permit renewal have been met.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)

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<p><b>SRS-1820.1104.133</b> <b>Decisions</b> Public Access: <i>General</i></p>	<p>Use for permits, temporary permits, permit amendments, site work and construction authorizations, issued by the Department related to public buildings. Includes significant supporting materials, substantive correspondence, and boiler permits.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1820.1104.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1820.1104.63</b> <b>Orders</b> Public Access: <i>General</i></p>	<p>Use for directions or commands delivered by the Department related to public buildings. Includes orders issued to repair or rehabilitate public buildings, as well as orders to remove or abate explosive materials, flammable materials, or hazardous materials from the premises.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1820.1104.68</b> <b>Plans (drawings)</b> Public Access: <i>Redact</i></p>	<p>Use for final drawings, diagrams, or maps showing the structure or arrangement of public buildings. Includes building specification books, shop drawings and reviews, and significant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1820.1104.81</b> <b>Registers</b> Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of public building permitting activities.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1820.1104.144</b> <b>Reports</b> Public Access: <i>General</i></p>	<p>Use for formal statements of facts issued during or at the conclusion of an inspection, including recommendations made by inspectors and third party inspection reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>

**SRS-1820.1104 was approved by the Vermont State Archivist on 4/2/2024.**

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**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:** With the exception of registers, records listed in this schedule shall be retained 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 destroyed unless the investigation is considered major or significant.

For major or significant investigations, 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 the appraised by the Vermont State Archives and Records Administration for continuing value.

Transitory records created or received as part of the offense investigation process shall be weeded as appropriate in accordance with SRS-1819.1000 (Law Enforcement Transitory Records).

Law enforcement agencies and prosecuting attorneys may enter into agreements to transfer legal and physical custody of investigation records from the law enforcement agency to the prosecuting attorney when investigations are completed and closed by the law enforcement agency. Upon transfer, the prosecuting attorney shall apply this record schedule to the investigation records in his or her custody

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

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1821.1100.24</b> <b>Complaints</b> 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)
<b>SRS-1821.1100.133</b> <b>Decisions</b> 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><b>SRS-1821.1100.32</b>  <b>Declarations</b>  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><b>SRS-1821.1100.136</b>  <b>Evidence</b>  Public Access: <i>Redact</i></p>	<p>Use for written or recorded information, including video recorded by a dash-mounted or body-mounted camera, gathered as part of an investigation or for presentation at a judicial, quasi-judicial, or administrative adjudicative proceeding for the purpose of establishing the truth or falsity of an allegation of fact.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.81</b>  <b>Registers</b>  Public Access: <i>Redact</i></p>	<p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of activities related to the investigation of felonies, misdemeanors, and delinquent acts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.144</b>  <b>Reports</b>  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><b>SRS-1821.1100.121</b>  <b>Subpoenas</b>  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 act.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.36</b>  <b>Supporting material</b>  Public Access: <i>Redact</i></p>	<p>Use for written or recorded information that supports, supplements, or complements the investigation of a felony, misdemeanor or delinquent act that is not specified elsewhere in this schedule.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.102</b>  <b>Warrants</b>  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.**

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**SRS-1819.1102: Law Enforcement Administrative Policy Records**

*SRS-1819.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of a law enforcement agency and the formulation or development of policy. Does not include records of boards or committees administratively attached to a law enforcement agency.*

**Classification:** Law enforcement agencies (Administering)

**Retention:** Administrative policy records shall be retained by the law enforcement agency as specified in this schedule. Records appraised as permanent (archival) shall be retained permanently.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received by the law enforcement agency shall be weeded as appropriate in accordance with SRS-1819.1000 (Law Enforcement Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1819.1102 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1819.1102.5</b> <b>Agreements</b> Public Access: <i>Review</i>	Use for formal agreements entered into by the law enforcement agency, such as interagency agreements and memorandums of understanding. Includes significant supporting material. Use "Grants" for agreements and supporting materials related to awards from a Federal or other agency.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
<b>SRS-1819.1102.141</b> <b>Authorizations</b> Public Access: <i>Review</i>	Use for written permissions required by law from the law enforcement agency to allow recipients to gain certain rights or privileges or perform specific activities.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
<b>SRS-1819.1102.19</b> <b>Calendars</b> Public Access: <i>Review</i>	Use for calendars of the law enforcement agency's official meetings and events.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
<b>SRS-1819.1102.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>Review</i>	Use for any correspondence produced or received by the law enforcement agency that has significant administrative value and/or is essential in supporting policy decisions.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

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<b>SRS-1819.1102.32</b>	Use for official statements made by the law enforcement agency. Includes formal opinions and similar written documents that set forth the basis of authority; the scope of activities of the agency; and/or defines the obligations, liabilities, duties, and rights of those affected. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
<b>Declarations</b>			
Public Access: <i>Review</i>			
<b>SRS-1819.1102.173</b>	Use for documentation of awards of financial assistance from a Federal or other agency to the law enforcement agency to carry out a public purpose of support or stimulation authorized by a law. Includes cost reimbursement contracts and similar agreements with the granting agency. Starting date of retention period is based on the day the single or last expenditure report is submitted to the awarding agency for the funding period specified in the grant award. For grant proposals and reports that have significant administrative value, use "Reports."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
<b>Grants</b>			
Public Access: <i>General</i>			
<b>SRS-1819.1102.50</b>	Use for formal announcements, notifications, or warnings issued by the law enforcement agency that are required by law.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
<b>Notices, Legal</b>			
Public Access: <i>General</i>			
<b>SRS-1819.1102.69</b>	Use for strategic plans and similar planning documents documenting the goals, objectives and plans for the law enforcement agency. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
<b>Plans (reports)</b>			
Public Access: <i>Review</i>			
<b>SRS-1819.1102.70</b>	Use for written statements that outline guiding principles or general courses of action of the law enforcement agency. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
<b>Policies</b>			
Public Access: <i>Review</i>			
<b>SRS-1819.1102.72</b>	Use for official or authoritative statements distributed to the press that relate to the administration of the law enforcement agency or the formulation or development of policy.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
<b>Press releases</b>			
Public Access: <i>General</i>			
<b>SRS-1819.1102.73</b>	Use for sets of substantive instructions or procedures that govern the administration of the law enforcement agency. Does not include rules adopted pursuant to the Administrative Procedure Act.	Permanent (Archival)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
<b>Procedures</b>			
Public Access: <i>General</i>			

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<b>SRS-1819.1102.144</b> <b>Reports</b> Public Access: <i>General</i>	Use for annual and similar reports documenting activities and accomplishments of the law enforcement agency. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
<b>SRS-1819.1102.116</b> <b>Studies</b> Public Access: <i>General</i>	Use for studies conducted by or for the law enforcement agency that relate to the administration of the law enforcement agency and/or the formulation or development of policy. Includes significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

***SRS-1819.1102 was approved by the Vermont State Archivist on 5/20/2020.***



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1819.1103: Law Enforcement Operational / Managerial Records**

*SRS-1819.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the day-to-day operations of a law enforcement agency and internal workflows and processes. Does not include rulemaking pursuant to the Administrative Procedure Act.*

**Classification:** Law enforcement agencies (Managing)

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

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received during day-to-day operations of a law enforcement agency shall be weeded as appropriate in accordance with SRS-1819.1000 (Law Enforcement Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1819.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1819.1103.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for informal agreements concerning internal and interagency coordination, general management, internal workflows and/or processes. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1819.1103.19</b> <b>Calendars</b> Public Access: <i>General</i>	Use for schedules of meetings and related events.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1819.1103.145</b> <b>Logs</b> Public Access: <i>General</i>	Use for written or recorded information, including stand-by and non-incident video recorded by a dash-mounted or body-mounted camera, of the performance and day-to-day activities of a law enforcement officer or a device used for law enforcement purposes.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1819.1103.69</b> <b>Plans (reports)</b> Public Access: <i>General</i>	Use for planning documents related to day-to-day operations, internal workflows and processes. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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<p><b>SRS-1819.1103.73</b>  <b>Procedures</b>  Public Access: <i>General</i></p>	<p>Use for sets of instructions and directives that govern general management and/or internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1819.1103.144</b>  <b>Reports</b>  Public Access: <i>General</i></p>	<p>Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1819.1103.116</b>  <b>Studies</b>  Public Access: <i>General</i></p>	<p>Use for studies and other evaluations conducted by or for an agency or program that relate to general management, internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

*SRS-1819.1103 was approved by the Vermont State Archivist on 5/20/2020.*

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**SRS-1819.1000: Law Enforcement Transitory Records**

*SRS-1819.1000: This schedule is reserved for records that are created and received in the course of business of a law enforcement agency that are transitory in nature meaning that they are: (1) are only needed for a limited period of time in order to complete a routine action or prepare or update a formal or ongoing record; (2) not subject to any legal recordkeeping requirements, explicit or implied; and (3) administratively obsolete after a specific action or process is complete.*

**Classification:** Law enforcement agencies (GENERAL)

**Retention:** Transitory records shall be retained by the law enforcement agency as specified in this schedule and in accordance with the law enforcement agency's internal records and information management policy.

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1819.1000 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1819.1000.187</b> <b>Blanks</b> Public Access: <i>General</i>	Use for blank forms or other pre-printed worksheets that have no markings, are not written or printed on and have not been filled out.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1819.1000.28</b> <b>Correspondence (Routine)</b> Public Access: <i>General</i>	Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1819.1000.37</b> <b>Drafts</b> Public Access: <i>General</i>	Use for preliminary or tentative versions of a document. Drafts that are acted upon or put into practice must be retained according to their intended record type (i.e. policies) as listed in another agency-specific record schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1819.1000.60</b> <b>Notes</b> Public Access: <i>General</i>	Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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<p><b>SRS-1819.1000.74</b>  <b>Publications</b>  Public Access: <i>General</i></p>	<p>Use for reproduced or published material received from other offices which require no action and are not required for documentary purposes. Includes catalogues, trade journals, other publications or papers received which require no action and are not part of a case upon which action is being taken or will be taken.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1819.1000.80</b>  <b>Reference sources</b>  Public Access: <i>General</i></p>	<p>Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1819.1000.139</b>  <b>Requests</b>  Public Access: <i>General</i></p>	<p>Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1819.1000.104</b>  <b>Worksheets</b>  Public Access: <i>General</i></p>	<p>Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>

***SRS-1819.1000 was approved by the Vermont State Archivist on 5/20/2020.***

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**SRS-1818.1129: Vermont Civil Violation Complaints**

*SRS-1818.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the investigation and prosecution of complaints related to traffic, municipal ordinances, fish and wildlife, littering and illegal dumping, or other matters authorized by statute that are filed on a form approved by the Court Administrator under 4 V.S.A. § 1105.*

**Classification:** Complaints (Prosecuting)

**Retention:** With the exception of registers, retain all records until the case is completed/closed and then destroy.

Registers or similar systems that provide for the systematic and regular recording of activities related to the investigation and prosecution of complaints shall be retained until the system is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received during the investigation or prosecution of a complaint shall be weeded as appropriate in accordance with SRS-1819.1000 (Law Enforcement Transitory Records.)

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1818.1129 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1818.1129.24</b> <b>Complaints</b> Public Access: <i>Redact</i>	Use for the issuing law enforcement officer's signed copy of the complaint form that sets forth the basis upon which a person is charged with a violation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)
<b>SRS-1818.1129.32</b> <b>Declarations</b> Public Access: <i>Redact</i>	Use for formal statements intended to testify to a right or document a fact related to the investigation and/or prosecution of a complaint.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)
<b>SRS-1818.1129.136</b> <b>Evidence</b> Public Access: <i>Redact</i>	Use for written or recorded information, including video recorded by a dash-mounted or body-mounted camera, gathered as part of an investigation of a complaint for presentation at a judicial, quasi-judicial, or administrative adjudicative proceeding for the purpose of establishing the truth or falsity of an allegation of fact.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1818.1129.63</b> <b>Orders</b> Public Access: <i>Redact</i></p>	<p>Use for directions or commands delivered by a judicial, quasi-judicial, or administrative adjudicative body related to the investigation and/or prosecution of a complaint. Includes warrants.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1818.1129.67</b> <b>Petitions</b> Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made to a judicial, quasi-judicial, or administrative adjudicative body related to the investigation and/or prosecution of a complaint.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1818.1129.81</b> <b>Registers</b> Public Access: <i>Redact</i></p>	<p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of activities related to the investigation and prosecution of complaints</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p><b>SRS-1818.1129.144</b> <b>Reports</b> Public Access: <i>Redact</i></p>	<p>Use for written or recorded reports related to the investigation and/or prosecution of a complaint. Includes incident reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1818.1129.121</b> <b>Subpoenas</b> 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 and/or prosecution of a complaint.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1818.1129.36</b> <b>Supporting material</b> Public Access: <i>Redact</i></p>	<p>Use for written or recorded information that supports, supplements, or complements the investigation and prosecution of a complaint that is not specified elsewhere in this schedule.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1818.1129.150</b> <b>Waivers</b> Public Access: <i>Redact</i></p>	<p>Use for waivers related to the investigation and/or prosecution of a complaint.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>

**SRS-1818.1129 was approved by the Vermont State Archivist on 5/20/2020.**

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.*

<b>Access</b>	<b>Description</b>	<b>Usage</b>
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-1820.1104: Building Permit Records		<i>Review for Exemption?</i>
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
16 U.S.C. § 824o-1	Critical electric infrastructure security	Yes
20 V.S.A. § 2677	Rental housing; rules; inspections; penalty	No
20 V.S.A. § 2731	Rules; inspections; variances [related to prevention and investigation of fires]	No
20 V.S.A. § 2732	Historic variance appeals board; variances; exemptions	No
20 V.S.A. § 2733	Orders to repair, rehabilitate, or remove structure [related to prevention and investigation of fires]	No
20 V.S.A. § 2735	State buildings [related to prevention and investigation of fires]	No
20 V.S.A. § 2736	Municipal enforcement [related to prevention and investigation of fires]	No
20 V.S.A. § 2737	Building permits [related to prevention and investigation of fires]	No
20 V.S.A. § 2802	Orders [related to prevention and investigation of fires]	No
20 V.S.A. § 2883	Boiler inspections [related to prevention and investigation of fires]	No
20 V.S.A. § 2902	Construction standards; variance [related to accessibility standards]	No
21 V.S.A. § 152	New installations; annual inspections and registrations [related to elevators and conveyances]	No
24 V.S.A. § 3101	Bylaws and ordinances; penalties [related to building inspectors and regulation of building]	No
24 V.S.A. § 3103	Appointment; duties; powers [related to building inspectors and regulation of building]	No
24 V.S.A. § 3107	Certificate of permit; filing [related to building inspectors and regulation of building]	No
24 V.S.A. § 3108	Inspector's duties [related to building inspectors and regulation of building]	No
24 V.S.A. § 3112	Penalty [related to building inspectors and regulation of building]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>24 V.S.A. § 3113</b>	Unsafe building; notice [related to building inspectors and regulation of building]	No
<b>24 V.S.A. § 3115</b>	Refusal to obey order; survey; report [related to building inspectors and regulation of building]	No
<b>26 V.S.A. § 2174</b>	Municipal rules and regulations; municipal inspections [related to plumbers and plumbing]	No
<b>26 V.S.A. § 2175</b>	Work notice; fees; enforcement; appeals; penalties [related to plumbers and plumbing]	No
<b>26 V.S.A. § 893</b>	Commencement of work; fees; work notice; inspection of work; certificate of completion [related to electricians and electrical installations]	No
<b>26 V.S.A. § 894</b>	Energizing installations [related to electricians and electrical installations]	No
<b>26 V.S.A. § 895</b>	Issuance of order by commissioner [related to electricians and electrical installations]	No
<b>42 U.S.C. § 11022</b>	Emergency and hazardous chemical inventory forms	Yes
<b>CVR 13-140-031</b>	Residential rental housing health and safety code	No
<b>CVR 24-040-001</b>	Vermont electrical safety rules	No
<b>CVR 28-070-001</b>	Vermont fire and building safety code	No
<b>CVR 28-070-004</b>	Administrative citations and penalties [related to Division of Fire Safety]	No
<b>CVR 28-070-005</b>	Vermont elevator safety rules	No
<b>CVR 28-070-007</b>	Plumbing [related to Division of Fire Safety]	No
<b>CVR 28-070-008</b>	Vermont access rules and adaptable and visticable standards for dwellings	No

**SRS-1821.1100: Criminal Investigation Case Files**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>10 V.S.A. § 4198</b>	Police powers; training; state game wardens; deputy game wardens	No
<b>12 V.S.A. § 691</b>	Service of civil or criminal process	No
<b>13 V.S.A. § 1023</b>	Simple assault	No
<b>13 V.S.A. § 1024</b>	Aggravated assault	No
<b>13 V.S.A. § 1026</b>	Disorderly conduct	No
<b>13 V.S.A. § 1027</b>	Disturbing peace by use of telephone or other electronic communications	No
<b>13 V.S.A. § 1028</b>	Assault of protected professional; assault with bodily fluids	No
<b>13 V.S.A. § 1030</b>	Violation of an abuse prevention order, an order against stalking or sexual assault, or a protective order concerning contact with a child	No
<b>13 V.S.A. § 1043</b>	First degree aggravated domestic assault	No
<b>13 V.S.A. § 1044</b>	Second degree aggravated domestic assault	No
<b>13 V.S.A. § 1063</b>	Aggravated stalking	No
<b>13 V.S.A. § 1101</b>	Bribing public officers or employees	No
<b>13 V.S.A. § 1102</b>	Public officers or employees accepting bribes	No
<b>13 V.S.A. § 1104</b>	Triers of causes accepting bribes	No
<b>13 V.S.A. § 1106</b>	Kickbacks; purchasing supplies	No
<b>13 V.S.A. § 1107</b>	Kickbacks; granting licenses	No
<b>13 V.S.A. § 1108</b>	Kickbacks; private corporations	No
<b>13 V.S.A. § 1201</b>	Burglary	No
<b>13 V.S.A. § 1311</b>	Unlawful sheltering; aiding a runaway child	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 1376</b>	Abuse	No
<b>13 V.S.A. § 1377</b>	Abuse by unlawful restraint and unlawful confinement	No
<b>13 V.S.A. § 1378</b>	Neglect [related to abuse, neglect, and exploitation of vulnerable adults]	No
<b>13 V.S.A. § 1379</b>	Sexual abuse	No
<b>13 V.S.A. § 1380</b>	Financial exploitation	No
<b>13 V.S.A. § 1404</b>	Conspiracy	No
<b>13 V.S.A. § 1455</b>	Hate-motivated crimes	No
<b>13 V.S.A. § 1501</b>	Escape and attempts to escape	No
<b>13 V.S.A. § 1502</b>	Unlawfully aiding prisoners	No
<b>13 V.S.A. § 1753</b>	False alarms and reports	No
<b>13 V.S.A. § 1754</b>	False reports to law enforcement authorities	No
<b>13 V.S.A. § 1804</b>	Counterfeiting paper money	No
<b>13 V.S.A. § 1807</b>	Making or repairing tools for counterfeit money	No
<b>13 V.S.A. § 2001</b>	False personation	No
<b>13 V.S.A. § 2002</b>	False pretenses or tokens	No
<b>13 V.S.A. § 2021</b>	Telecommunications fraud and facilitation of telecommunications fraud	No
<b>13 V.S.A. § 2024</b>	Workers' compensation fraud; criminal penalties	No
<b>13 V.S.A. § 2031</b>	Insurance fraud	No
<b>13 V.S.A. § 2301</b>	Murder-degrees defined	No
<b>13 V.S.A. § 2406</b>	Unlawful restraint in the second degree	No
<b>13 V.S.A. § 2531</b>	Embezzlement generally	No

### STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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
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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 3701</b>	Unlawful mischief [related to injuries to buildings and their appurtenances]	No
<b>13 V.S.A. § 3705</b>	Unlawful trespass	No
<b>13 V.S.A. § 4103</b>	Access to computer for fraudulent purposes	No
<b>13 V.S.A. § 4501</b>	Limitation of prosecutions for certain crimes	No
<b>13 V.S.A. § 5314</b>	Information from law enforcement agency	No
<b>13 V.S.A. § 5561</b>	Petition for postconviction DNA testing	No
<b>13 V.S.A. § 5585</b>	Electronic recording of a custodial interrogation	No
<b>13 V.S.A. § 8002</b>	Definitions [related to uniform collateral consequences of conviction]	No
<b>13 V.S.A. § 8013</b>	Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights	No
<b>13 V.S.A. § 8102</b>	Limitations on compelled production of electronic information	No
<b>13 V.S.A. § 8106</b>	Service provider's response to warrant	No
<b>15 V.S.A. § 1151</b>	Definitions [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	No
<b>18 V.S.A. § 4052</b>	Manufacture, sale, delivery; prohibitions [related to labeling for marketing and sale]	No
<b>18 V.S.A. § 4234b</b>	Ephedrine and pseudoephedrine [related to regulated drugs]	No
<b>18 V.S.A. § 4249</b>	Transportation of alcohol, tobacco, or regulated drugs into places of detention	No
<b>18 V.S.A. § 5201</b>	Permits; removal of bodies; cremation; waiting period; investigation into circumstances of death	No
<b>18 V.S.A. § 5205</b>	Death certificate when no attending physician and in other circumstances; autopsy	Yes
<b>2 V.S.A. § 70</b>	Capitol police department	No
<b>20 V.S.A. § 1817</b>	Reports of law enforcement officer; accidents involving liquor	No
<b>20 V.S.A. § 1938</b>	Storage and use of samples and records [related to state dna database and state data bank]	No



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>20 V.S.A. § 2061</b>	Fingerprinting [related to Vermont Criminal Information Center]	No
<b>20 V.S.A. § 2366</b>	Law enforcement agencies; fair and impartial policing policy; race data collection	No
<b>20 V.S.A. § 2369</b>	Statewide policy; required use of body camera policy	No
<b>20 V.S.A. § 2401</b>	Definitions [related to Vermont Criminal Justice Training Council]	No
<b>20 V.S.A. § 4622</b>	Law enforcement use of drones	No
<b>23 V.S.A. § 1091</b>	Negligent operation; grossly negligent operation	No
<b>23 V.S.A. § 1133</b>	Eluding a police officer [related to operation of vehicles]	No
<b>23 V.S.A. § 2083</b>	Other offenses [related to anti-theft provisions and penalties]	No
<b>23 V.S.A. § 3024</b>	Penalties [related to diesel fuel tax]	No
<b>23 V.S.A. § 3305</b>	Fees [related to motorboats]	No
<b>23 V.S.A. § 3306</b>	Lights and equipment [related to motorboats]	No
<b>23 V.S.A. § 3312</b>	Operations rules as between vessels [related to motorboats]	No
<b>23 V.S.A. § 3315</b>	Water skis and surfboards	No
<b>23 V.S.A. § 3829</b>	Altering, forging or counterfeiting certificates [related to tilting of vessels, snowmobiles, and all-terrain vehicles]	No
<b>23 V.S.A. § 421</b>	Penalties [related to nonresident and zone registration]	No
<b>23 V.S.A. § 601</b>	License required [related to operators' licenses]	No
<b>23 V.S.A. § 614</b>	Rights under license [related to motor vehicles]	No
<b>24 V.S.A. § 1931</b>	Police officers [related to police]	No
<b>24 V.S.A. § 1935</b>	Powers [related to police]	No
<b>24 V.S.A. § 1936a</b>	Constables; powers and qualifications	No
<b>26 V.S.A. § 4102</b>	Prohibition [related to tattooists and body piercers]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>26 V.S.A. § 4603</b>	Prohibition; penalty	No
<b>28 V.S.A. § 204</b>	Submission of written report; protection of records [related to probation]	Yes
<b>3 V.S.A. § 154</b>	Assistance [related to Attorney General]	No
<b>3 V.S.A. § 157</b>	Appearance for state [related to Attorney General]	No
<b>32 V.S.A. § 5894</b>	Liability for failure or delinquency [related to income taxes]	No
<b>33 V.S.A. § 4915</b>	Assessment and investigation [related to suspected child abuse or neglect]	No
<b>33 V.S.A. § 4921</b>	Department's records of abuse and neglect [related to reporting abuse of children]	Yes
<b>42 CFR 1007</b>	State Medicaid fraud control units	No
<b>42 CFR 455</b>	Program integrity: Medicaid	No
<b>45 CFR 164</b>	Security and privacy [related to public welfare]	Yes
<b>45 CFR 75</b>	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
<b>7 V.S.A. § 658</b>	Penalties [related to alcoholic beverages]	No
<b>7 V.S.A. § 661</b>	Violations of title	No
<b>9 V.S.A. § 2435</b>	Notice of security breaches	Yes
<b>9 V.S.A. § 2480k</b>	Complaints to law enforcement agencies [related to consumer protection]	No
<b>9 V.S.A. § 3885</b>	Records of a precious metal dealer	No
<b>9 V.S.A. § 4043</b>	Fraudulent use [related to credit cards]	No
<b>V.R.Cr.P. 16</b>	Discovery by defendant [related to rules of criminal procedure]	Yes

**SRS-1819.1102: Law Enforcement Administrative Policy Records**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>13 V.S.A. § 5411c</b>	Active community notification by the Department of Public Safety, the Department of Corrections, and local law enforcement	No
<b>13 V.S.A. § 5581</b>	Eyewitness identification policy	No
<b>20 V.S.A. § 2366</b>	Law enforcement agencies; fair and impartial policing policy; race date collection	No
<b>20 V.S.A. § 2367</b>	Statewide policy; electronic control devices; reporting	No
<b>20 V.S.A. § 2369</b>	Statewide policy; required use of body camera policy	No
<b>24 V.S.A. § 1931</b>	Police officers [related to police]	No
<b>24 V.S.A. § 1937</b>	Reciprocal assistance agreements [related to police]	No
<b>24 V.S.A. § 1938</b>	Intermunicipal police services; purpose; agreements	No

**SRS-1819.1103: Law Enforcement Operational / Managerial Records**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>2 V.S.A. § 70</b>	Capitol police department	No
<b>20 V.S.A. § 1823</b>	Dissemination of missing person report	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>20 V.S.A. § 2366</b>	Law enforcement agencies; fair and impartial policing policy; race date collection	No
<b>20 V.S.A. § 2367</b>	Statewide policy; electronic control devices; reporting	No
<b>20 V.S.A. § 2369</b>	Statewide policy; required use of body camera policy	No

**SRS-1819.1000: Law Enforcement Transitory Records** *Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>2 V.S.A. § 70</b>	Capitol police department	No
<b>20 V.S.A. § 2369</b>	Statewide policy; required use of body camera policy	No

**SRS-1818.1129: Vermont Civil Violation Complaints** *Review for Exemption?*

<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>10 App. V.S.A. § 116</b>	Atlantic salmon management in Connecticut River	No
<b>10 App. V.S.A. § 2</b>	Report, big game	No
<b>10 App. V.S.A. § 22</b>	Turkey seasons	No
<b>10 App. V.S.A. § 23</b>	Methods of taking, possessing and transporting migratory game birds	No
<b>10 App. V.S.A. § 31</b>	Seasons, bag limits	No
<b>10 App. V.S.A. § 37</b>	Deer management rule	No
<b>10 App. V.S.A. § 44</b>	Furbearing species	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

10 App. V.S.A. § 7	Bear management rule	No
10 V.S.A. § 1454	Transport of aquatic plants and aquatic nuisance species	No
10 V.S.A. § 4251	Taking wild animals and fish; license	No
10 V.S.A. § 4280	Taking wildlife during a period of license suspension	No
10 V.S.A. § 4521	Failure to stop [related to conservation and development]	No
10 V.S.A. § 4605	Placing fish in waters; fish importation permits	No
10 V.S.A. § 4606	Taking fish by unlawful means	No
10 V.S.A. § 4701	Use of gun, bow and arrow, and crossbow; legal day; dogs	No
10 V.S.A. § 4702	Use of light [related to game]	No
10 V.S.A. § 4705	Shooting from motor vehicles or aircraft; shooting from or across highway; permit	No
10 V.S.A. § 4706	Snaring animals	No
10 V.S.A. § 4707	Traps; notice [related to game]	No
10 V.S.A. § 4713	Tree stands; ground blinds	No
10 V.S.A. § 4715	Remote-control hunting	No
10 V.S.A. § 4745	Taking big game out of season prohibited; time	No
10 V.S.A. § 4747	Big game taken by illegal means [related to deer]	No
10 V.S.A. § 4751	Swimming deer [related to game]	No
10 V.S.A. § 4781	Big game; possession	No
10 V.S.A. § 4783	Purchase and sale of big game	No
10 V.S.A. § 4784	Transportation of big game	No
10 V.S.A. § 6612	Penalties [related to waste management]	No

### STATE OF VERMONT SPECIFIC RECORD SCHEDULE

10 V.S.A. 4521	Taking wild animals and fish; license	No
13 V.S.A. § 354	Enforcement; possession of abused animal; searches and seizures; forfeiture	No
13 V.S.A. § 3738	Obstruction and use of private roads and lands by motor vehicles	No
16 V.S.A. § 570	Harrasment, hazing, and bullying prevention policies [related to school districts]	No
2 V.S.A. § 70	Capitol police department	No
20 V.S.A. § 1817	Reports of law enforcement officer; accidents involving liquor	No
20 V.S.A. § 2366	Law enforcement agencies; fair and impartial policing policy; race date collection	No
20 V.S.A. § 2369	Statewide policy; required use of body camera policy	No
20 V.S.A. § 2401	Definitions [related to Vermont Criminal Justice Training Council]	No
20 V.S.A. § 3621	Issuance of warrant to impound, destroy; complaint	No
20 V.S.A. § 3622	Form of warrant	No
20 V.S.A. § 3623	Constable to make complaints	No
20 V.S.A. § 3806	Confining or impounding a domestic pet or wolf-hybrid	No
23 V.S.A. § 1004	Interstate highway rules	No
23 V.S.A. § 1007	Local speed limits	No
23 V.S.A. § 1012	Obedience to enforcement officers	No
23 V.S.A. § 1033	Passing motor vehicles and vulnerable users	No
23 V.S.A. § 1039	Following too closely, crowding, and harrasment [related to use of roadway]	No
23 V.S.A. § 1048	Stop or yield intersections	No
23 V.S.A. § 1050	Operation on approach of law enforcement and emergency vehicles	No
23 V.S.A. § 1072	Certain vehicles must stop	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>23 V.S.A. § 1076</b>	Commercial motor vehicles; railroad crossings	No
<b>23 V.S.A. § 1081</b>	Basic rule and maximum limits [related to speed restrictions]	No
<b>23 V.S.A. § 1095</b>	Entertainment picture visible to the operator	No
<b>23 V.S.A. § 1104</b>	Stopping prohibited [related to operation of vehicles]	No
<b>23 V.S.A. § 1129</b>	Accidents-reports [related to operation of vehicles]	No
<b>23 V.S.A. § 1134</b>	Motor vehicle operator; consumption or possession of alcohol or marijuana	No
<b>23 V.S.A. § 1134a</b>	Motor vehicle passenger; consumption or possession of alcohol or marijuana	No
<b>23 V.S.A. § 1216</b>	Persons under 21 years of age; alcohol concentration of 0.02 or more	No
<b>23 V.S.A. § 1283</b>	Identification and equipment of school buses	No
<b>23 V.S.A. § 1302</b>	Rubber tires on trucks; number of trailers	No
<b>23 V.S.A. § 1752</b>	Parked vehicles	No
<b>23 V.S.A. § 203</b>	Counterfeiting, fraud, and misuse; penalty [related to provisions common to registration and operators' licenses]	No
<b>23 V.S.A. § 2083</b>	Other offenses [related to anti-theft provisions and penalties]	No
<b>23 V.S.A. § 2302</b>	Traffic violation defined	No
<b>23 V.S.A. § 304a</b>	Special registration plates and placards for people with disabilities	No
<b>23 V.S.A. § 3205</b>	Snowmobile equipment; windshield; use of headlight; illegal noise level	No
<b>23 V.S.A. § 3305</b>	Fees [related to motorboats]	No
<b>23 V.S.A. § 3306</b>	Lights and equipment [related to motorboats]	No
<b>23 V.S.A. § 3312</b>	Operations rules as between vessels [related to motorboats]	No
<b>23 V.S.A. § 3315</b>	Water skis and surfboards	No
<b>23 V.S.A. § 3505</b>	Equipment [related to all-terrain vehicles]	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

23 V.S.A. § 3509	Defacing identifying numbers; signs	No
23 V.S.A. § 3511	Accidents; duty to stop and report	No
23 V.S.A. § 4120	Penalties [related to commercial driver license act]	No
23 V.S.A. § 4125	Texting violations; handheld mobile telephone violations	No
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
23 V.S.A. § 615	Unlicensed operators	No
23 V.S.A. § 800	Maintenance of financial responsibility	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
4 V.S.A. § 1102	Judicial bureau; jurisdiction	No
4 V.S.A. § 1105	Answer to complaint; default [related to Judicial Bureau]	No
5 V.S.A. § 3734	Trespass on railroad property; penalty	No
7 V.S.A. § 658	Penalties [related to alcoholic beverages]	No
9 V.S.A. § 3885	Records of a precious metal dealer	No