

Enhanced 911 Board

This is a summary of specific record schedules (SRS) issued to this agency. For compliance with 1 V.S.A. § 317a (Management of Public Records) and the agency's specific legal requirements and administrative needs, schedules shall only be used as directed by the agency head or designated records officer.

For copies of the full record schedules as approved by the State Archivist pursuant to 3 V.S.A. § 117, contact the Vermont State Archives and Records Administration.

Statewide Enhanced 911 System

Enhanced 911 system: Managing (SRS-2134.1103). This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the management of the statewide Enhanced 911 system. SRS-2134.1103 was first issued on 8/4/2025.

Authorizations

Cite: SRS-2134.1103.141

Use for written permissions from the Board allowing or requiring recipients to perform specific activities related to the statewide enhanced 911 system. Includes call taker certifications. For records related to training call takers, use GRS-1000.1093 (Training Records).

Temporary: Retain until Expired Plus 3 Year(s). Then Destroy.

Use public access/security code: General.

Lists

Cite: SRS-2134.1103.55

Use for lists of emergency service agencies. Includes seven-digit telephone numbers used for fixed transfer or auto-dial transfer options.

Temporary: Retain until Superseded Plus 0 Year(s). Then Destroy.

Use public access/security code: Redact.

Logs

Cite: SRS-2134.1103.145

Use for written narratives and similar recorded accounts related to summoning assistance in the case of an emergency. Includes recordings of enhanced 911 calls.

Temporary: Retain until Obsolete Plus 0 Year(s). Then Destroy.

Use public access/security code: Exempt.

Notices, Legal

Cite: SRS-2134.1103.50

Use for municipal addressing notifications, public safety answering point (PSAP) automatic location identification (ALI) error reports, and originating carrier and electric power company system outage notifications. Includes similar legal notices.

Temporary: Retain until Completed/Closed Plus 0 Year(s). Then Destroy.

Use public access/security code: Redact.

Plans (drawings)

Cite: SRS-2134.1103.68

Use for maps and other graphic representations, related to the statewide enhanced 911 system. Includes geographic information systems (GIS) data.

Temporary: Retain until Superseded Plus 0 Year(s). Then Destroy.

Use public access/security code: Redact.

Plans (reports)

Cite: SRS-2134.1103.69

Use for plans related to the management of the statewide enhanced 911 system. For plans that have significant administrative value, retain permanently and use the retention requirements for Reports in GRS-1000.1102 (Administrative Policy Records).

Temporary: Retain until Superseded Plus 3 Year(s). Then Destroy.

Use public access/security code: Redact.

Registers

Cite: SRS-2134.1103.81

Use for the statewide enhanced 911 system and similar registers, databases, and systems that provide for the systematic and regular recording of actions related to the management of the emergency call system.

Temporary: Retain until Superseded Plus 0 Year(s). Then Destroy.

Use public access/security code: Redact.

Reports

Cite: SRS-2134.1103.144

Use for public safety answering point (PSAP) performance reports, originating carrier and electric power company system restoration of service reports. Includes similar reports.

Temporary: Retain until Completed/Closed Plus 3 Year(s). Then Destroy.

Use public access/security code: Redact.

Use for waivers issued by the Board to enterprise communications systems. Includes compliance status notification letters, denials, and significant supporting materials.

Temporary: Retain until Expired Plus 3 Year(s). Then Destroy.

Use public access/security code: Redact.