

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Issued to: Municipal Police Departments

Last Revised: 5/21/2020



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

AGENCY SPECIFIC RECORD SCHEDULE FOR: Municipal Police Departments

- 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 (Municipal Police Departments) 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 clearly stating 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. Within the same agency, duplicates or copies of records shall not be retained longer than the original records.
- Adoption:** This agency specific record schedule is in effect for the agency (Municipal Police Departments). If, at any time, this agency specific record schedule does not address all the records created or produced in the course of agency business or the requirements related to the following records have changed, contact the Vermont State Archives and Records Administration for a formal records appraisal.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1821.1100: Criminal Investigations

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.

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 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.

Public Access: Redact

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

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

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| <p>SRS-1821.1100.32 Declarations Public Access: <i>Redact</i></p> | <p>Use for formal statements intended to testify to a right or document a fact related to the investigation of a felony, misdemeanor or delinquent act.</p> | <p>Temporary (Legal)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p> |
| <p>SRS-1821.1100.136 Evidence Public Access: <i>Redact</i></p> | <p>Use for written or recorded information, 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>SRS-1821.1100.81 Registers Public Access: <i>Redact</i></p> | <p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of activities related to the investigation of felonies, misdemeanors, and delinquent acts.</p> | <p>Conditional Archival</p> | <p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p> |
| <p>SRS-1821.1100.144 Reports Public Access: <i>Redact</i></p> | <p>Use for formal statements of facts issued during and at the conclusion of an investigation of a felony, misdemeanor or delinquent act.</p> | <p>Temporary (Legal)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p> |
| <p>SRS-1821.1100.121 Subpoenas Public Access: <i>Redact</i></p> | <p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the investigation of a felony, misdemeanor or delinquent act.</p> | <p>Temporary (Legal)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p> |
| <p>SRS-1821.1100.36 Supporting material Public Access: <i>Redact</i></p> | <p>Use for written or 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>SRS-1821.1100.102 Warrants Public Access: <i>Redact</i></p> | <p>Use for judicial writs authorizing a law enforcement officer to make a search, seizure, or arrest.</p> | <p>Temporary (Legal)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p> |

SRS-1821.1100 was approved by the Vermont State Archivist on 5/20/2020.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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).

Public Access: Review

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

| Record Category/Type: | Applicability/Use: | Appraised Value: | Retention/Disposition: |
|--|---|-------------------------|---|
| SRS-1819.1102.5 Agreements 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 |
| SRS-1819.1102.141 Authorizations 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 |
| SRS-1819.1102.19 Calendars 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 |
| SRS-1819.1102.53 Correspondence (Substantive) 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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| <p>SRS-1819.1102.32 Declarations Public Access: <i>Review</i></p> | <p>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.</p> | <p>Permanent (Archival)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p> |
| <p>SRS-1819.1102.173 Grants Public Access: <i>General</i></p> | <p>Use for 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."</p> | <p>Temporary (Legal)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p> |
| <p>SRS-1819.1102.50 Notices, Legal Public Access: <i>General</i></p> | <p>Use for formal announcements, notifications, or warnings issued by the law enforcement agency that are required by law.</p> | <p>Temporary (Legal)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p> |
| <p>SRS-1819.1102.69 Plans (reports) Public Access: <i>Review</i></p> | <p>Use for strategic plans and similar planning documents documenting the goals, objectives and plans for the law enforcement agency. Includes significant supporting material.</p> | <p>Permanent (Archival)</p> | <p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p> |
| <p>SRS-1819.1102.70 Policies Public Access: <i>Review</i></p> | <p>Use for written statements that outline guiding principles or general courses of action of the law enforcement agency. Includes significant supporting material.</p> | <p>Permanent (Archival)</p> | <p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p> |
| <p>SRS-1819.1102.72 Press releases Public Access: <i>General</i></p> | <p>Use for official or authoritative statements distributed to the press that relate to the administration of the law enforcement agency or the formulation or development of policy.</p> | <p>Permanent (Archival)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p> |
| <p>SRS-1819.1102.73 Procedures Public Access: <i>General</i></p> | <p>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.</p> | <p>Permanent (Archival)</p> | <p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p> |

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| SRS-1819.1102.144 Reports 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 |
| SRS-1819.1102.116 Studies 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.

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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).

Public Access: General

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

| Record Category/Type: | Applicability/Use: | Appraised Value: | Retention/Disposition: |
|--|--|----------------------------|--|
| SRS-1819.1103.5 Agreements Public Access: General | Use for informal agreements concerning internal and interagency coordination, general management, internal workflows and/or processes. Includes relevant supporting material. | Temporary (Administrative) | RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General) |
| SRS-1819.1103.19 Calendars Public Access: General | Use for schedules of meetings and related events. | Temporary (Administrative) | RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General) |
| SRS-1819.1103.145 Logs Public Access: General | 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) |
| SRS-1819.1103.69 Plans (reports) Public Access: General | 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>SRS-1819.1103.73 Procedures Public Access: <i>General</i></p> | <p>Use for sets of instructions and directives that govern general management and/or internal workflows and processes. Includes relevant supporting material.</p> | <p>Temporary (Administrative)</p> | <p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p> |
| <p>SRS-1819.1103.144 Reports Public Access: <i>General</i></p> | <p>Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes. Includes relevant supporting material.</p> | <p>Temporary (Administrative)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p> |
| <p>SRS-1819.1103.116 Studies Public Access: <i>General</i></p> | <p>Use for studies and other evaluations conducted by or for an agency or program that relate to general management, internal workflows and processes. Includes relevant supporting material.</p> | <p>Temporary (Administrative)</p> | <p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p> |

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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 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.

Public Access: General

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

| Record Category/Type: | Applicability/Use: | Appraised Value: | Retention/Disposition: |
|---|---|----------------------------|--|
| SRS-1819.1000.187 Blanks 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) |
| SRS-1819.1000.28 Correspondence (Routine) Public Access: <i>General</i> | Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only. | Temporary (Administrative) | RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General) |
| SRS-1819.1000.37 Drafts Public Access: <i>General</i> | Use for preliminary or tentative versions of a document. Drafts that are acted upon or put into practice must be retained according to their intended record type (i.e. policies) as listed in another agency-specific record schedule. | Temporary (Administrative) | RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General) |
| SRS-1819.1000.60 Notes Public Access: <i>General</i> | Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages. | Temporary (Administrative) | RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General) |

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| <p>SRS-1819.1000.74 Publications 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>SRS-1819.1000.80 Reference sources Public Access: <i>General</i></p> | <p>Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.</p> | <p>Temporary (Administrative)</p> | <p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p> |
| <p>SRS-1819.1000.139 Requests Public Access: <i>General</i></p> | <p>Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.</p> | <p>Temporary (Administrative)</p> | <p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p> |
| <p>SRS-1819.1000.104 Worksheets Public Access: <i>General</i></p> | <p>Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.</p> | <p>Temporary (Administrative)</p> | <p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p> |

SRS-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.)

Public Access: Redact

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

| Record Category/Type: | Applicability/Use: | Appraised Value: | Retention/Disposition: |
|--|--|-------------------------|--|
| SRS-1818.1129.24 Complaints 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) |
| SRS-1818.1129.32 Declarations 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) |
| SRS-1818.1129.136 Evidence 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) |

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| <p>SRS-1818.1129.63 Orders 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>SRS-1818.1129.67 Petitions 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>SRS-1818.1129.81 Registers Public Access: <i>Redact</i></p> | <p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of 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>SRS-1818.1129.144 Reports 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>SRS-1818.1129.121 Subpoenas Public Access: <i>Redact</i></p> | <p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the investigation 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>SRS-1818.1129.36 Supporting material 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>SRS-1818.1129.150 Waivers 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.

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Appendix A: Appraisal Values

An appraisal value establishes the usefulness or importance of a record after its original purpose has passed. The value of a record also dictates how it must be disposed after retention requirements are met (also see "Retention Requirements"). The appraisal values below represent categories of values that may be assigned to records following the record appraisal process. See "Vermont Archival Records" in the Archives and Records Management Handbook for conditions a record must meet to be appraised as "archival."

| Appraisal Value | Description | Usage |
|----------------------------|---|---|
| Conditional Archival | Records may have archival value. | Assigned to records that meet the conditions of a "Vermont Archival Record" under special conditions. |
| Permanent (Archival) | Records have archival value. | Assigned to records that meet the conditions of a "Vermont Archival Record" and are therefore permanent (archival) records. |
| Temporary (Administrative) | Records have temporary administrative value. | Assigned to records that do not meet the conditions of a "Vermont Archival Record" but are needed for administrative reasons. |
| Temporary (Legal) | Records have temporary legal value. | Assigned to records that do not meet the conditions of a "Vermont Archival Record" but have legal requirements governing their retention. |
| Unappraised | Default value for records that have not been appraised. | Assigned to records that have not been appraised and do not yet have retention or disposition requirements. |

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Appendix B: Public Access Requirements

A public access requirement is the availability of a record for public use and inspection pursuant to 1 V.S.A. §§ 315-320. Unless exempt from public inspection and copying pursuant to 1 V.S.A. § 317, records are expected to be promptly produced for public inspection upon request. Public agencies shall follow the procedure outlined in 1 V.S.A. § 318. The access requirements below represent actions agencies must take based on specific laws associated with the accessibility of their records. With general record schedules, the default requirement is always REVIEW unless it is clear that certain records or information within a record are exempt from public use and inspection pursuant to 1 V.S.A. § 317. Agencies using general record schedules should defer to their internal policies for specific access requirements.

| Access | Description | Usage |
|---------|---|---|
| Exempt | Records shall not be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320. | Assigned to records that are wholly exempt from public use and inspection pursuant to 1 V.S.A. § 317. |
| General | Records may be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320. | Assigned to records that are not exempt from public inspection and copying pursuant to 1 V.S.A. § 317. |
| Redact | Records contain specific information that shall not be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320. | Assigned to records that contain specific information that is exempt from public inspection and copying pursuant to 1 V.S.A. § 317 and require exempt information to be redacted from the records prior to public use, inspection and/or copying. |
| Review | Records may be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320 but not always. Default value for general schedules, which require agencies to establish internal policies. | Assigned to records that are generally not exempt from public inspection and copying pursuant to 1 V.S.A. § 317 but, in limited circumstances, may be exempt. Internal review and/or policy is required. |

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-1821.1100: Criminal Investigations | | <i>Review for Exemption?</i> |
|--|--|------------------------------|
| 1 V.S.A. § 317 | Definitions; public agency; public records and documents | Yes |
| 10 V.S.A. § 4198 | Police powers; training; state game wardens; deputy game wardens | No |
| 12 V.S.A. § 691 | Service of civil or criminal process | No |
| 13 V.S.A. § 1023 | Simple assault | No |
| 13 V.S.A. § 1024 | Aggravated assault | No |
| 13 V.S.A. § 1026 | Disorderly conduct | No |
| 13 V.S.A. § 1027 | Disturbing peace by use of telephone or other electronic communications | No |
| 13 V.S.A. § 1028 | Assault of protected professional; assault with bodily fluids | No |
| 13 V.S.A. § 1030 | Violation of an abuse prevention order, an order against stalking or sexual assault, or a protective order concerning contact with a child | No |
| 13 V.S.A. § 1043 | First degree aggravated domestic assault | No |
| 13 V.S.A. § 1044 | Second degree aggravated domestic assault | No |
| 13 V.S.A. § 1063 | Aggravated stalking | No |
| 13 V.S.A. § 1101 | Bribing public officers or employees | No |
| 13 V.S.A. § 1102 | Public officers or employees accepting bribes | No |
| 13 V.S.A. § 1104 | Triers of causes accepting bribes | No |
| 13 V.S.A. § 1106 | Kickbacks; purchasing supplies | No |
| 13 V.S.A. § 1107 | Kickbacks; granting licenses | No |
| 13 V.S.A. § 1108 | Kickbacks; private corporations | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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| 13 V.S.A. § 1201 | Burglary | No |
| 13 V.S.A. § 1311 | Unlawful sheltering; aiding a runaway child | No |
| 13 V.S.A. § 1376 | Abuse | No |
| 13 V.S.A. § 1377 | Abuse by unlawful restraint and unlawful confinement | No |
| 13 V.S.A. § 1378 | Neglect [related to abuse, neglect, and exploitation of vulnerable adults] | No |
| 13 V.S.A. § 1379 | Sexual abuse | No |
| 13 V.S.A. § 1380 | Financial exploitation | No |
| 13 V.S.A. § 1404 | Conspiracy | No |
| 13 V.S.A. § 1455 | Hate-motivated crimes | No |
| 13 V.S.A. § 1501 | Escape and attempts to escape | No |
| 13 V.S.A. § 1502 | Unlawfully aiding prisoners | No |
| 13 V.S.A. § 1753 | False alarms and reports | No |
| 13 V.S.A. § 1754 | False reports to law enforcement authorities | No |
| 13 V.S.A. § 1804 | Counterfeiting paper money | No |
| 13 V.S.A. § 1807 | Making or repairing tools for counterfeit money | No |
| 13 V.S.A. § 2001 | False personation | No |
| 13 V.S.A. § 2002 | False pretenses or tokens | No |
| 13 V.S.A. § 2021 | Telecommunications fraud and facilitation of telecommunications fraud | No |
| 13 V.S.A. § 2024 | Workers' compensation fraud; criminal penalties | No |
| 13 V.S.A. § 2031 | Insurance fraud | No |
| 13 V.S.A. § 2301 | Murder-degrees defined | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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|--------------------------|--|----|
| 13 V.S.A. § 2406 | Unlawful restraint in the second degree | No |
| 13 V.S.A. § 2531 | Embezzlement generally | No |
| 13 V.S.A. § 2532 | Officer or servant of incorporated bank [related to larceny and embezzlement] | No |
| 13 V.S.A. § 2533 | Receiver or trustee [related to larceny and embezzlement] | No |
| 13 V.S.A. § 2534 | Executor or administrator [related to larceny and embezzlement] | No |
| 13 V.S.A. § 2535 | Guardian [related to larceny and embezzlement] | No |
| 13 V.S.A. § 2536 | Carrier [related to larceny and embezzlement] | No |
| 13 V.S.A. § 2537 | Person holding property in official capacity or belonging to the state or a municipality [related to larceny and embezzlement] | No |
| 13 V.S.A. § 2539 | Pleading and proof of money embezzled and time of offense | No |
| 13 V.S.A. § 2561 | Penalty for receiving stolen property; venue | No |
| 13 V.S.A. § 2575 | Offense of retail theft | No |
| 13 V.S.A. § 2592 | Failure to return a rented or leased motor vehicle | No |
| 13 V.S.A. § 2601a | Prohibited conduct | No |
| 13 V.S.A. § 2602 | Lewd or lascivious conduct with child | No |
| 13 V.S.A. § 2605 | Voyeurism | No |
| 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 |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|-------------------|---|-----|
| 13 V.S.A. § 3252 | Sexual assault | No |
| 13 V.S.A. § 3257 | Sexual exploitation of an inmate | No |
| 13 V.S.A. § 3701 | Unlawful mischief [related to injuries to buildings and their appurtenances] | No |
| 13 V.S.A. § 3705 | Unlawful trespass | No |
| 13 V.S.A. § 4103 | Access to computer for fraudulent purposes | No |
| 13 V.S.A. § 4501 | Limitation of prosecutions for certain crimes | No |
| 13 V.S.A. § 5314 | Information from law enforcement agency | No |
| 13 V.S.A. § 5561 | Petition for postconviction DNA testing | No |
| 13 V.S.A. § 5585 | Electronic recording of a custodial interrogation | No |
| 13 V.S.A. § 8002 | Definitions [related to uniform collateral consequences of conviction] | No |
| 13 V.S.A. § 8013 | Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights | No |
| 13 V.S.A. § 8102 | Limitations on compelled production of electronic information | No |
| 13 V.S.A. § 8106 | Service provider's response to warrant | No |
| 15 V.S.A. § 1151 | Definitions [related to address confidentiality for victims of domestic violence, sexual assault or stalking] | No |
| 18 V.S.A. § 4052 | Manufacture, sale, delivery; prohibitions [related to labeling for marketing and sale] | No |
| 18 V.S.A. § 4234b | Ephedrine and pseudoephedrine [related to regulated drugs] | No |
| 18 V.S.A. § 4249 | Transportation of alcohol, tobacco, or regulated drugs into places of detention | No |
| 18 V.S.A. § 5201 | Permits; removal of bodies; cremation; waiting period; investigation into circumstances of death | No |
| 18 V.S.A. § 5205 | Death certificate when no attending physician and in other circumstances; autopsy | Yes |
| 20 V.S.A. § 1817 | Reports of law enforcement officer; accidents involving liquor | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|--------------------------|---|----|
| 20 V.S.A. § 1938 | Storage and use of samples and records [related to state dna database and state data bank] | No |
| 20 V.S.A. § 2061 | Fingerprinting [related to Vermont Criminal Information Center] | No |
| 20 V.S.A. § 2366 | Law enforcement agencies; fair and impartial policing policy; race date collection | No |
| 20 V.S.A. § 2401 | Definitions [related to Vermont Criminal Justice Training Council] | No |
| 20 V.S.A. § 4622 | Law enforcement use of drones | No |
| 23 V.S.A. § 1091 | Negligent operation; grossly negligent operation | No |
| 23 V.S.A. § 1133 | Eluding a police officer [related to operation of vehicles] | No |
| 23 V.S.A. § 2083 | Other offenses [related to anti-theft provisions and penalties] | No |
| 23 V.S.A. § 3024 | Penalties [related to diesel fuel tax] | No |
| 23 V.S.A. § 3305 | Fees [related to motorboats] | No |
| 23 V.S.A. § 3306 | Lights and equipment [related to motorboats] | No |
| 23 V.S.A. § 3312 | Operations rules as between vessels [related to motorboats] | No |
| 23 V.S.A. § 3315 | Water skis and surfboards | No |
| 23 V.S.A. § 3829 | Altering, forging or counterfeiting certificates [related to tilting of vessels, snowmobiles, and all-terrain vehicles] | No |
| 23 V.S.A. § 421 | Penalties [related to nonresident and zone registration] | No |
| 23 V.S.A. § 601 | License required [related to operators' licenses] | No |
| 23 V.S.A. § 614 | Rights under license [related to motor vehicles] | No |
| 24 V.S.A. § 1931 | Police officers [related to police] | No |
| 24 V.S.A. § 1935 | Powers [related to police] | No |
| 24 V.S.A. § 1936a | Constables; powers and qualifications | No |
| 26 V.S.A. § 4102 | Prohibition [related to tattooists and body piercers] | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|------------------|--|-----|
| 26 V.S.A. § 4603 | Prohibition; penalty | No |
| 28 V.S.A. § 204 | Submission of written report; protection of records [related to probation] | Yes |
| 3 V.S.A. § 167 | Public funds investigation special fund | No |
| 32 V.S.A. § 5894 | Liability for failure or delinquency [related to income taxes] | No |
| 33 V.S.A. § 4915 | Assessment and investigation [related to suspected child abuse or neglect] | No |
| 33 V.S.A. § 4921 | Department's records of abuse and neglect [related to reporting abuse of children] | Yes |
| 7 V.S.A. § 658 | Penalties [related to alcoholic beverages] | No |
| 7 V.S.A. § 661 | Violations of title | No |
| 9 V.S.A. § 2480k | Complaints to law enforcement agencies [related to consumer protection] | No |
| 9 V.S.A. § 2435 | Notice of security breaches | Yes |
| 9 V.S.A. § 3885 | Records of a precious metal dealer | No |
| 9 V.S.A. § 4043 | Fraudulent use [related to credit cards] | No |
| V.R.Cr.P. 16 | Discovery by defendant | Yes |

SRS-1819.1102: Law Enforcement Administrative Policy 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 | Yes |
| 1 V.S.A. § 318 | Procedure [related to access to public records] | No |
| 1 V.S.A. § 319 | Enforcement [related to access to public records] | No |
| 1 V.S.A. § 320 | Penalties [related to access to public records] | No |
| 13 V.S.A. § 5411c | Active community notification by the Department of Public Safety, the Department of Corrections, and local law enforcement | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|-------------------------|--|----|
| 13 V.S.A. § 5581 | Eyewitness identification policy | No |
| 20 V.S.A. § 2366 | Law enforcement agencies; fair and impartial policing policy; race date collection | No |
| 20 V.S.A. § 2367 | Statewide policy; electronic control devices; reporting | No |
| 24 V.S.A. § 1931 | Police officers [related to police] | No |
| 24 V.S.A. § 1937 | Reciprocal assistance agreements [related to police] | No |
| 24 V.S.A. § 1938 | Intermunicipal police services; purpose; agreements | No |

SRS-1819.1103: Law Enforcement Operational / Managerial Records *Review for Exemption?*

| | | |
|-------------------------|--|-----|
| 1 V.S.A. § 315 | Statement of policy; short title [related to access to public records] | Yes |
| 1 V.S.A. § 316 | Access to public records and documents | No |
| 1 V.S.A. § 317 | Definitions; public agency; public records and documents | Yes |
| 1 V.S.A. § 318 | Procedure [related to access to public records] | No |
| 1 V.S.A. § 319 | Enforcement [related to access to public records] | No |
| 1 V.S.A. § 320 | Penalties [related to access to public records] | No |
| 20 V.S.A. § 1823 | Dissemination of missing person report | No |
| 20 V.S.A. § 2366 | Law enforcement agencies; fair and impartial policing policy; race date collection | No |
| 20 V.S.A. § 2367 | Statewide policy; electronic control devices; reporting | No |

SRS-1819.1000: Law Enforcement Transitory 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 | Yes |
| 1 V.S.A. § 318 | Procedure [related to access to public records] | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|-----------------------|---|----|
| 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 |

| | |
|--|------------------------------|
| SRS-1818.1129: Vermont Civil Violation Complaints | <i>Review for Exemption?</i> |
|--|------------------------------|

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|-------------------------|---|----|
| 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 |
| 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 | Harrassment, hazing, and bullying prevention policies [related to school districts] | 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. § 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 |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|-------------------|---|----|
| 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 harrassment [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 |
| 23 V.S.A. § 1076 | Commercial motor vehicles; railroad crossings | No |
| 23 V.S.A. § 1081 | Basic rule and maximum limits [related to speed restrictions] | No |
| 23 V.S.A. § 1095 | Entertainment picture visible to the operator | No |
| 23 V.S.A. § 1104 | Stopping prohibited [related to operation of vehicles] | No |
| 23 V.S.A. § 1129 | Accidents-reports [related to operation of vehicles] | No |
| 23 V.S.A. § 1134 | Motor vehicle operator; consumption or possession of alcohol or marijuana | No |
| 23 V.S.A. § 1134a | Motor vehicle passenger; consumption or possession of alcohol or marijuana | No |
| 23 V.S.A. § 1216 | Persons under 21 years of age; alcohol concentration of 0.02 or more | No |
| 23 V.S.A. § 1283 | Identification and equipment of school buses | No |
| 23 V.S.A. § 1302 | Rubber tires on trucks; number of trailers | No |
| 23 V.S.A. § 1752 | Parked vehicles | No |
| 23 V.S.A. § 203 | Counterfeiting, fraud, and misuse; penalty [related to provisions common to registration and operators' licenses] | No |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|-------------------|---|----|
| 23 V.S.A. § 2083 | Other offenses [related to anti-theft provisions and penalties] | No |
| 23 V.S.A. § 2302 | Traffic violation defined | No |
| 23 V.S.A. § 304a | Special registration plates and placards for people with disabilities | No |
| 23 V.S.A. § 3205 | Snowmobile equipment; windshield; use of headlight; illegal noise level | No |
| 23 V.S.A. § 3305 | Fees [related to motorboats] | No |
| 23 V.S.A. § 3306 | Lights and equipment [related to motorboats] | No |
| 23 V.S.A. § 3312 | Operations rules as between vessels [related to motorboats] | No |
| 23 V.S.A. § 3315 | Water skis and surfboards | No |
| 23 V.S.A. § 3505 | Equipment [related to all-terrain vehicles] | No |
| 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 |

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

| | | |
|------------------------|--|----|
| 4 V.S.A. § 1105 | Answer to complaint; default | 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 |