

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Issued to: Natural Resources Board

Published: 3/11/2024



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

AGENCY SPECIFIC RECORD SCHEDULE FOR: Natural Resources Board

- 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 (Natural Resources Board) may develop its own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied across the agency. For records required to be retained until OBSOLETE, an internal policy that clearly states specific retention requirements that best meet the agency's administrative needs is highly advised. Specific Record Schedule (SRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.
- Exemptions:** It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Some records listed on this record schedule may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** This agency specific record schedule reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Duplicates or copies of records shall not be retained longer than the original records.

Adopted by:

Signature on file. Signed by Chair Sabina Haskell on 6/28/2023

Sabina Haskell, Chair / Natural Resources Board

Date

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1002: Accounting Records

SRS-1867.1002: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the accounting of public funds by the Natural Resources Board.

Classification: State Board: Natural Resources (Accounting)

Retention: Retain records associated with financial transactions until audit has been completed or closed in accordance with State and Federal laws and regulations.

Registers or systems that serve as the formal repository of the Natural Resources Board's financial accounts and transactions (general ledger) shall be retained until the repository is superseded and then destroyed. Supporting documentation, such as invoices, receipts, vouchers, etc., shall be destroyed three (3) years after audit provided that all legal recordkeeping requirements established by State and Federal law have been met.

Budgets as adopted, reports and recommendations about or supporting the magnitude and allocation of proposed budgets, as well as analyses of expenditures and revenues after the close of a budget cycle, shall be retained until the fiscal year covered by the budget ends, plus an additional three (3) years, then destroyed.

A copy of the Natural Resources Board's most recent audit report must be retained at all times and earlier reports shall be retained three (3) years from the date of receipt and then destroyed, unless they have significant administrative value. If administratively significant, retain permanently and follow the retention requirements for Reports in SRS-1687.1102 (Natural Resources Board's Administrative Policy Records).

Other records shall be retained as specified in this schedule with the exception of transitory records. Natural Resources Board transitory records created or received as part of the accounting process may be weeded as appropriate in accordance with SRS-1867.1000 (Natural Resources Board's Transitory Records).

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1867.1002 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1867.1002.10	Use for final reports received by the Natural Resources Board at the conclusion of an audit. Includes audits related to Federal awards. Retain most recent audit reports at all times and use this schedule for audit reports that have been superseded. For Management Letters received following an audit, retain permanently and follow the retention requirements for Correspondence (Substantive) in SRS-1687.1102 (Natural Resources Board's Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Superseded
Audits			PLUS: 3 Year(s)
Public Access: General			THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1867.1002.14 Bonds Public Access: <i>Redact</i></p>	<p>Use for written orders drawn on a bank or the Treasury of the United States to pay on demand a specified sum of money to a named person, to an order, or to bearer, out of money on deposit to the credit of the writer.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1867.1002.17 Budgets Public Access: <i>General</i></p>	<p>Use for the official estimated or intended expenditures of the Natural Resources Board for a given period along with proposals for financing those expenditures. Also use for formal adjustments to budgets during the budget cycle. For budgets that have significant administrative value, retain permanently and use the retention requirements for Reports in SRS-1867.1102 (Natural Resources Board's Administrative Policy Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Fiscal Year Ends PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1002.53 Correspondence (Substantive) Public Access: <i>Redact</i></p>	<p>Use for correspondence that has significant administrative value and/or supports decisions related to the management of the Natural Resources Board's economic activities and financial transactions. For Management Letters received following an audit and other correspondence that has significant administrative value, retain permanently and use the retention requirements for Correspondence (Substantive) in SRS-1687.1102 (Natural Resources Board's Administrative Policy Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1867.1002.32 Declarations Public Access: <i>General</i></p>	<p>Use for delegations of authority. Includes memorandums for appointed individuals to continue following a Natural Resources Board Chair change. Retain most current delegation of authority at all times and use this schedule for records of earlier appointments.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1002.48 Inventories Public Access: <i>General</i></p>	<p>Use for annual physical inventories of the Natural Resources Board's assets.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1002.49 Invoices Public Access: <i>General</i></p>	<p>Use for documents created or received by the Natural Resources Board, a vendor, grantee, or another agency to initiate payment. Includes statements, inter-departmental transfers and other requests for payment.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)</p>

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1002.175	Use for registers or systems that serve as the formal repository of the Natural Resources Board's financial accounts and transactions.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)
Ledgers			
Public Access: <i>Redact</i>			
SRS-1867.1002.77	Use for documents that provide evidence of money received and deposited by the Natural Resource Board. Includes deposit tickets, bank receipts, and similar records.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)
Receipts			
Public Access: <i>General</i>			
SRS-1867.1002.144	Use for reports and similar narrative statements about the Natural Resources Board's financial transactions and activities. Includes self-assessment questionnaires, expenditure reports, and related documentation of the Natural Resources Board's financial activities required by law or regulation. For audit reports, use "Audits." For reports that have significant administrative value, retain permanently and use the retention requirements for Reports in SRS-1687.1102 (Natural Resources Board's Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)
Reports			
Public Access: <i>General</i>			
SRS-1867.1002.84	Use for requests for a purchase order that creates pre-encumbrances of funds.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)
Requisitions			
Public Access: <i>General</i>			
SRS-1867.1002.101	Use for documents that serve as the basis for cutting checks or generating payments and recording financial transactions to pay a vendor.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)
Vouchers			
Public Access: <i>General</i>			
SRS-1867.1002.102	Use for written pay orders that instruct the Natural Resources Board to pay the warrant holder on demand or after a maturity date. Includes the certificate demonstrating approval for payment by the State Treasurer.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 3 Year(s) THEN: Destroy (General)
Warrants			
Public Access: <i>General</i>			

SRS-1867.1002 was approved by the Vermont State Archivist on 6/21/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1185.1033: Act 250 Enforcement Records

SRS-1185.1033: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, enforcement action pertaining to administrative environmental law pursuant to Act 250 of 1970.

Classification: State land use and development plans (Enforcing)

Retention: Decisions, reports, and substantive correspondence related to Act 250 enforcement actions are archival records and shall be retained permanently. Archival records are eligible for transfer into the Vermont State Archives once completed/closed, plus six (6) years. Cases are considered completed/closed once a final decision has been issued by the Natural Resources Board, and any amendments or appeals are final.

Registers or similar systems that serve as the official recording of enforcement activities shall be retained permanently.

Other records shall be retained as specified in this record schedule, with the exception of transitory records. Transitory records created or received as part of an enforcement action may be weeded as appropriate in accordance with SRS-1185.1000 (Natural Resources Board's Transitory Records).

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1185.1033 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1185.1033.24 Complaints Public Access: <i>Redact</i>	Use for complaints and similar requests for Act 250 enforcement action. Includes written statements of facts submitted to the board for further action.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)
SRS-1185.1033.53 Correspondence (Substantive) Public Access: <i>Redact</i>	Use for correspondence that has significant administrative value and/or supports decisions related to Act 250 enforcement actions. Includes correspondence with respondents and significant supporting materials.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives
SRS-1185.1033.133 Decisions Public Access: <i>Redact</i>	Use for written decisions of violation or noncompliance, including orders, assurances of discontinuance, and notices of violation, issued by an authoritative body. Includes decisions to dismiss a complaint, civil citations, substantive notes evidencing the Board's final decisions, and significant supporting materials.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1185.1033.81	Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of Act 250 enforcement actions. Includes dockets and logs of violations.	Permanent (Archival)	RETAIN UNTIL: Superseded
Registers			PLUS: 0 Year(s)
Public Access: <i>Redact</i>			THEN: Archives
SRS-1185.1033.144	Use for reports and similar narratives issued by or to the Board regarding Act 250 enforcement actions. Includes reports related to corrective actions and supplemental investigations. For substantive notes evidencing the Board's final decision in cases for which no prosecution results retain permanently, use "Decisions."	Permanent (Archival)	RETAIN UNTIL: Completed/Closed
Reports			PLUS: 6 Year(s)
Public Access: <i>Redact</i>			THEN: Archives
SRS-1185.1033.36	Use for supporting documentation, not otherwise specified in this schedule, created or received by the Board. Includes reports submitted to the Board by outside agencies and attorney work product.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed
Supporting material			PLUS: 6 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (General)

SRS-1185.1033 was approved by the Vermont State Archivist on 1/8/2020.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1185.1108: Act 250 Permits and Jurisdictional Opinions

SRS-1185.1108: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the adjudication of subdivision or development permits pursuant to Act 250 of 1970.

Classification: State land use and development plans (Adjudicating)

Retention: Decisions, exhibits, petitions, and pleadings related to the adjudication of state land use and development plans are archival records and shall be retained permanently. Archival records are eligible for transfer into the Vermont State Archives once completed/closed, plus three (3) years. Cases are considered completed/closed when: (1) an application is withdrawn, denied, or a final decision has been issued by the Natural Resources Board or its District Commissions; (2) amendments or appeals are final; and (3), as applicable, full or phased completion of permitted construction has occurred.

Retain reports until the authorized subdivision or development ends, plus fifteen (15) years, then destroy, unless the adjudication has been identified as major or significant. For major or significant adjudication cases, gather all existing records and contact the Vermont State Archives and Records Administration (VSARA) for further appraisal; records must meet the criteria of major or significant in "Vermont Archival Records" to be identified as permanent (archival).

Dockets, databases, and similar records and systems that serve as the official recording of state land use and development plan adjudications shall be retained permanently.

Other records shall be retained as specified in this record schedule with the exception of transitory records. Transitory records created or received as part of adjudicating state land use and development plans may be weeded as appropriate in accordance with SRS-1185.1000 (Natural Resources Board's Transitory Records).

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1185.1108 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1185.1108.133 Decisions Public Access: <i>Redact</i>	Use for final decisions issued by an authoritative body at the conclusion of adjudicating state land use and development plans. Includes all permits, findings, amendments, revocations, jurisdictional opinions issued, denied or withdrawn and significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
SRS-1185.1108.117 Dockets Public Access: <i>Redact</i>	Use for dockets, recording books, databases, and similar records and systems that provide for the systematic and regular recording of proceedings. Includes exhibit lists.	Permanent (Archival)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1185.1108.40 Exhibits Public Access: <i>Redact</i></p>	<p>Use for documentary information presented at an administrative hearing for the purpose of establishing the truth or falsity of an allegation or fact. Does not include physical exhibits.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1185.1108.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for certificates of service, notices of filings, certified mail receipts, subpoenas, and other evidence documenting the issuance of a notice that is required by law.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1185.1108.63 Orders Public Access: <i>Redact</i></p>	<p>Use for directions or commands delivered during the course of a hearing that do not serve as final decisions. Includes prehearing orders, and similar temporary or provisional rulings. For final orders, agreements or stipulations, use "Decisions."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1185.1108.67 Petitions Public Access: <i>Redact</i></p>	<p>Use for all initiating documents filed relative to an administrative hearing. Includes original permit applications, petitions for party status, and requests for a hearing.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1185.1108.126 Pleadings Public Access: <i>Redact</i></p>	<p>Use for all written statements, claims, and defenses made by parties. Includes answers, briefs, counterclaims, memoranda, motions, testimony, or similar filings by either party.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1185.1108.144 Reports Public Access: <i>Redact</i></p>	<p>Use for reports and similar narrative statements required to be filed by the terms and conditions of decisions issued by Natural Resource Board or its district commissions. For post-decision reports and filings that have significant administrative value, retain permanently and use "Decisions."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 15 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1185.1108.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supplemental records created or received during the course of a proceeding. Includes nonparty filings, hearing recordings, transcripts, attorney work product, and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>

SRS-1185.1108 was approved by the Vermont State Archivist on 5/26/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1102: Administrative Policy Records

SRS-1867.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of the Natural Resources Board and its District Commissions and/or the formulation or development of policy. Does not include rulemaking pursuant to the Administrative Procedure Act.

Classification: State Board: Natural Resources (Administering)

Retention: Retain agreements, substantive correspondence, minutes, policies, reports, and studies relating to policy or major administrative issues until retention trigger has been met, plus three (3) years and then transfer to agency archives or the Vermont State Archives and Records Administration.

Records that meet the criteria of major or significant in "Vermont Archival Records" and identified as permanent (archival) shall be transferred to the board's archives or the Vermont State Archives and Records Administration.

Other records shall be retained as specified in this schedule. Transitory records created or received by the Natural Resources Board shall be weeded as appropriate in accordance with SRS-1867.1000 (Natural Resources Board's Transitory Records).

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1867.1102 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1867.1102.4 Agendas Public Access: <i>General</i>	Use for written lists or programs of things to be done or considered by the Natural Resources Board and its District Commissions. Minutes must accurately reflect the agenda otherwise agendas should follow the retention for minutes. Includes significant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1867.1102.5 Agreements Public Access: <i>General</i>	Use for formal agreements entered into by the Natural Resources Board. Including interagency agreements and memorandums of understanding, and 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-1867.1102.19 Calendars Public Access: <i>General</i>	Use for schedules of the Natural Resources Board's official meetings and events.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1867.1102.53 Correspondence (Substantive) Public Access: <i>General</i></p>	<p>Use for any correspondence transmitted or received by the Natural Resources Board and its District Commissions that has significant administrative value and/or documents policy development. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1867.1102.173 Grants Public Access: <i>Redact</i></p>	<p>Use for documentation of awards of financial assistance from a Federal or other agency to the Board to carry out a public purpose of support or stimulation authorized by a law. Includes cost reimbursement contracts and other agreements. 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 (Shred)</p>
<p>SRS-1867.1102.59 Minutes Public Access: <i>General</i></p>	<p>Use for records of what was said and done at meetings by the Natural Resources Board and its District Commissions, and/or for minutes documenting policy development. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1867.1102.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1102.70 Policies Public Access: <i>General</i></p>	<p>Use for written statements that outline guiding principles or general courses of action of the Natural Resources Board and its District Commissions. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1867.1102.144 Reports Public Access: <i>General</i></p>	<p>Use for annual and similar reports documenting activities and accomplishments of the Natural Resources Board and its District Commissions. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1867.1102.116 Studies Public Access: <i>General</i></p>	<p>Use for studies conducted by or for the Natural Resources Board that relate to the administration of the Natural Resources Board, its District Commissions, and/or the formulation or development of policy. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>

SRS-1867.1102 was approved by the Vermont State Archivist on 5/26/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1126: Contract Files

SRS-1867.1126: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, formal agreements, including contracts and leases, entered into by the Natural Resources Board and its District Commissions in order to secure goods and services.

Classification: State Board: Natural Resources (Contracting)

Retention: Contract files document the history of the contract including, but not limited to, the bidding process, contract drafting and approvals, and final authorizations.

Retain contracting files until the contract expires, plus three (3) years, then destroy.

Other records shall be retained as specified in this schedule with the exception of transitory records. Natural Resources Board transitory records created or received as part of the contracting process may be weeded as appropriate in accordance with SRS-1867.1000 (Natural Resources Board's Transitory Records).

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1867.1126 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1867.1126.141 Authorizations Public Access: <i>General</i>	Use for written approvals, including all permissions required under Bulletin 3.5. Includes initiating requests and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
SRS-1867.1126.149 Bids Public Access: <i>Redact</i>	Use for bids, proposals, and quotes received by the Natural Resources Board in response to a request for proposal.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-1867.1126.21 Certificates Public Access: <i>Redact</i>	Use for certificates and similar statements of qualifications related to Natural Resources Board contracts, including Form AA-14: Contract Summary and Certification Form.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1867.1126.26 Contracts Public Access: <i>General</i></p>	<p>Use for signed original contracts and all amendments.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1126.53 Correspondence (Substantive) Public Access: <i>Redact</i></p>	<p>Use for correspondence that has significant administrative value and/or supports Natural Resources Board decisions related to the award or administration of contracts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1867.1126.133 Decisions Public Access: <i>General</i></p>	<p>Use for written decisions including any selection justifications or explanations.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1126.32 Declarations Public Access: <i>General</i></p>	<p>Use for written explanations and justifications required under Bulletin 3.5 that do not relate to selection, including reasons why contract packages were not received within the timeline specified and explanations of extended contract duration.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1126.55 Lists Public Access: <i>General</i></p>	<p>Use for lists of vendors who have requested bid documents or who have been solicited to provide bids.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1126.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for evidence that the opportunity to bid was broadly publicized and that there was public notification of the Natural Resources Board's decision.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1126.62 Opinions Public Access: <i>Redact</i></p>	<p>Use for recommendations related to a contract, including those forwarded by the Finance and Management Department following its review of the contract package.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1867.1126.69 Plans (reports) Public Access: <i>General</i></p>	<p>Use for contracting plans providing alternatives to any requirement in Bulletin 3.5.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1126.81	Use for formal lists of pre-qualified vendors.	Temporary (Legal)	RETAIN UNTIL: Superseded
Registers			PLUS: 3 Year(s)
Public Access: <i>General</i>			THEN: Destroy (General)
SRS-1867.1126.83	Use for all bid documents associated with the Request for Proposal package, including, but not limited to, cover pages, Natural Resources Board descriptions, statements of work, requirements, etc. Includes any changes or clarifications following a pre-bid conference.	Temporary (Legal)	RETAIN UNTIL: Expired
Requests for proposals			PLUS: 3 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1867.1126.150	Use for written evidence that provisions of Bulletin 3.5 have been waived, includes any waivers issued by the Secretary of Administration, Director of Risk Management, or Attorney General.	Temporary (Legal)	RETAIN UNTIL: Expired
Waivers			PLUS: 3 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1867.1126.104	Use for recorded evidence supporting the Natural Resources Board's decision, such as worksheets used ranking each bidder's qualifications.	Temporary (Legal)	RETAIN UNTIL: Expired
Worksheets			PLUS: 3 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)

SRS-1867.1126 was approved by the Vermont State Archivist on 6/21/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1103: Operational/Managerial Records

SRS-1867.1103: 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 the Natural Resources Board and its District Commissions including internal workflows and processes.

Classification: State Board: Natural Resources (Managing)

Retention: Retain operational plans, reports, and studies until completed/closed plus three (3) years, then destroy. Completed/closed means all activity related to the record or process supported by the record is completed.

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 the Natural Resources Board and its District Commissions may be weeded as appropriate in accordance with SRS-1867.1000 (Natural Resources Board's Transitory Records).

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1867.1103 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1867.1103.5 Agreements Public Access: <i>General</i>	Use for informal agreements concerning internal and interagency coordination, general management, internal workflows and/or processes of the Natural Resources Board. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
SRS-1867.1103.19 Calendars Public Access: <i>General</i>	Use for Natural Resources Board employee schedules of meetings and related events.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1867.1103.145 Logs Public Access: <i>General</i>	Use for records documenting or tracking performance or use of equipment, space, or information for internal control purposes of the Natural Resources Board and its District Commissions.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1867.1103.69 Plans (reports) Public Access: <i>General</i>	Use for planning documents related to day-to-day operations of the Natural Resources Board and its District Commissions such as internal workflows and processes. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1867.1103.73 Procedures Public Access: <i>General</i></p>	<p>Use for sets of instructions related to managing the day-to-day operations of the Natural Resources Board and its District Commissions such as internal workflows and processes.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1103.144 Reports Public Access: <i>General</i></p>	<p>Use for internal reports, including statistical reports, that are used to communicate and/or document the general management, internal workflows and processes of the Natural Resources Board and its District Commissions. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1103.116 Studies Public Access: <i>General</i></p>	<p>Use for studies and other evaluations conducted by or for the Natural Resources Board 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-1867.1103 was approved by the Vermont State Archivist on 5/26/2022.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1867.1000: Transitory Records

SRS-1867.1000: This schedule is reserved for records that are created and received in the course of business by the Natural Resources Board but 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: State Board: Natural Resources (GENERAL)

Retention: Transitory records shall be retained by the Natural Resources Board and its District Commissions as specified in this schedule and in accordance with the Natural Resources Board Records and Information Management Policy.

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1867.1000 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1867.1000.187 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-1867.1000.28 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-1867.1000.37 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 Natural Resources Board specific record schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1867.1000.60 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)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1867.1000.74 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-1867.1000.80 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-1867.1000.139 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 Natural Resources Board information is provided.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1867.1000.104 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-1867.1000 was approved by the Vermont State Archivist on 1/8/2020.

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.

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-1867.1002: Accounting Records		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
10 V.S.A. § 6027	Powers [related to the Natural Resources Board and district commissions]	No
10 V.S.A. § 6029	Act 250 permit fund	No
10 V.S.A. § 6083a	Act 250 fees	No
2 CFR 200	Uniform administrative requirements, cost principles, and audit requirements for federal awards	Yes
29 V.S.A. § 903	Requisition for supplies and materials [related to Department of Buildings and General Services]	No
32 V.S.A. § 1402	Receipt for fees	No
32 V.S.A. § 163	Duties of the Auditor of Accounts	Yes
32 V.S.A. § 182	Duties of commissioner [related to Finance and Management Department]	No
32 V.S.A. § 301	Department estimate and statement [related to budget]	No
32 V.S.A. § 401	Accounts [related to the public monies]	No
32 V.S.A. § 431	Depositories of state funds	No
32 V.S.A. § 461	Disbursements on commissioner's warrants	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

32 V.S.A. § 462	Appropriation required [related to the public monies]	No
32 V.S.A. § 463	Itemized bills with vouchers required [related to the public monies]	No
32 V.S.A. § 464	Itemized statements and receipts required [related to the public monies]	No
32 V.S.A. § 466	Requisitions [related to the public monies]	No
32 V.S.A. § 502	Monies to be paid over without deduction [related to the public monies]	No
32 V.S.A. § 508	Receipts given by state officers	No
32 V.S.A. § 588	Special funds; organization and management	No
32 V.S.A. § 706	Transfer of appropriations	No
Bulletin 3.3, Agency of Administration	Delegation of authority for signing documents	No
VISION Procedure #1	VISION asset management procedure	No
VISION Procedure #2	VISION records retention procedure	No
VISION Procedure #5	Petty cash procedure	No
VISION Procedure #7	VISION general ledger transfers procedure	No

SRS-1185.1033: Act 250 Enforcement Records	<i>Review for Exemption?</i>
---	------------------------------

1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
10 V.S.A. § 5410	Location confidential [related to protection of endangered species]	Yes
10 V.S.A. § 6027	Powers [related to the Natural Resources Board and district commissions]	No
10 V.S.A. § 6086	Issuance of permit; conditions and criteria [related to state land use and development plans]	No
10 V.S.A. § 8001	Legislative findings [related to administrative environmental law enforcement]	No
10 V.S.A. § 8004	Enforcement of Act 250	No
10 V.S.A. § 8005	Investigations and inspections [related to environmental law enforcement]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

10 V.S.A. § 8007	Assurances of discontinuance [related to administrative environmental law enforcement]	No
10 V.S.A. § 8008	Administrative orders [related to environmental law enforcement]	No
10 V.S.A. § 8009	Emergency administrative orders; request for hearing	No
10 V.S.A. § 8010	Administrative penalties [related to administrative environmental law enforcement]	No
10 V.S.A. § 8011	Permit stays [related to administrative environmental law enforcement]	No
10 V.S.A. § 8013	Conduct of hearings; appeal; stay [related to administrative environmental law enforcement]	No
10 V.S.A. § 8015	Statute of limitations [related to administrative environmental law enforcement]	No
10 V.S.A. § 8016	Rulemaking [related to administrative environmental law enforcement]	No
10 V.S.A. § 8019	Civil citations [related to administrative environmental law enforcement]	No
10 V.S.A. § 8020	Public participation in enforcement	No
10 V.S.A. § 8221	Civil enforcement [related to conservation and development]	No
CVR 12-004-060	Act 250 rules	No
CVR 12-004-062	Environmental citations rule (chapters 151 and 201)	No

SRS-1185.1108: Act 250 Permits and Jurisdictional Opinions

Review for Exemption?

1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
10 V.S.A. § 6002	Procedures [related to state land use and development plans]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

10 V.S.A. § 6007	Act 250 disclosure statement; jurisdictional determination	No
10 V.S.A. § 6027	Powers [related to the Natural Resources Board and district commissions]	No
10 V.S.A. § 6083	Applications [related to state land use and development plans]	No
10 V.S.A. § 6083a	Act 250 fees	No
10 V.S.A. § 6084	Notice of application; hearings, commencement of review [related to state land use and development plans]	No
10 V.S.A. § 6085	Hearings; party status [related to state land use and development plans]	No
10 V.S.A. § 6086	Issuance of permit; conditions and criteria [related to state land use and development plans]	No
10 V.S.A. § 6086b	Downtown development; findings [related to state land use and development plans]	No
10 V.S.A. § 6087	Denial of application [related to state land use and development plans]	No
10 V.S.A. § 6090	Recording; duration and revocation of permits [related to state land use and development plans]	No
10 V.S.A. § 6091	Renewals and nonuse [related to state land use and development plans]	No
22 V.S.A. § 761	State archeologist; survey; protection of archeological sites	Yes
3 V.S.A. § 809	Contested cases; notice; hearing; records [related to administrative procedure]	No
3 V.S.A. § 809a	Enforcement of subpoenas; compulsion of testimony	No
3 V.S.A. § 809b	Modification of subpoena or discovery order	No
3 V.S.A. § 810	Rules of evidence; official notice [related to administrative procedure]	No
3 V.S.A. § 811	Examination of evidence by agency [related to administrative procedure]	No
3 V.S.A. § 812	Decisions and orders [related to administrative procedure]	No
3 V.S.A. § 814	Licenses [related to administrative procedure]	No
3 V.S.A. § 815	Judicial review of contested cases [related to administrative procedure]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

CVR 12-004-060 Act 250 rules No

SRS-1867.1102: Administrative Policy Records *Review for Exemption?*

1 V.S.A. § 312	Right to attend meetings of public agencies	Yes
1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
10 V.S.A. § 6023	Grants [related to state land use and development plans]	No
10 V.S.A. § 6027	Powers [related to the Natural Resources Board and district commissions]	No
10 V.S.A. § 6044	Public hearings [related to state land use and development plans]	No
10 V.S.A. § 6046	Approval of governor and legislature	No
2 CFR 200	Uniform administrative requirements, cost principles, and audit requirements for federal awards	Yes
3 V.S.A. § 835	Procedures and guidance documents [related to administrative procedure]	No

SRS-1867.1126: Contract Files *Review for Exemption?*

1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 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
10 V.S.A. § 6027	Powers [related to the Natural Resources Board and district commissions]	No
29 V.S.A. § 161	Requirements on State construction projects	No
3 V.S.A. § 3303	Reporting, records, and review requirements [related to Agency of Digital Services]	No
3 V.S.A. § 344	Contract administration	No
Bulletin 3.5, Agency of Administration	Procurement and contracting procedures	No

SRS-1867.1103: 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; exemptions	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
10 V.S.A. § 6027	Powers [related to the Natural Resources Board and district commissions]	No

SRS-1867.1000: 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; exemptions	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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 320

Penalties [related to access to public records]

No