



**AGENCY SPECIFIC RECORD SCHEDULE FOR: State's Attorneys and Sheriffs, Dept. of**

- Authority:** A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule, as defined in 3 V.S.A. § 117(a)(6), that has been approved by the State Archivist. (1 V.S.A. § 317a)
- Scope:** This agency specific record schedule is applicable only to the records listed on this record schedule that are produced or acquired during the course of agency business. Records are any written or recorded information, regardless of physical form or characteristics, and includes electronic or digital records and data. (1 V.S.A. § 317)
- Use:** This is an agency specific record schedule (SRS). The agency (State's Attorneys and Sheriffs, Dept. of) may develop its own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied across the agency. For records required to be retained until OBSOLETE, an internal policy that clearly states specific retention requirements that best meet the agency's administrative needs is highly advised. Specific Record Schedule (SRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.
- Exemptions:** It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Some records listed on this record schedule may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** This agency specific record schedule reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Duplicates or copies of records shall not be retained longer than the original records.

**Adopted by:**

**Signature on file. Signed by Executive Director John Campbell on 6/2/2022.**

*John Campbell, Executive Director / State's Attorneys and Sheriffs, Dept. of*

*Date*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1485.1113: CHINS Case Files**

*SRS-1485.1113: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of litigation associated with children in need of care or supervision (CHINS). For records related to the commencement and continuance of the prosecution of delinquent acts, use SRS-1913.1129: Delinquent acts (Prosecuting).*

**Classification:** Children in need of care or supervision (Litigating)

**Retention:** Retain all records, with the exception of agreements, legal notices, subpoenas, supporting material, and registers, until case is completed/closed, plus three (3) years, then destroy unless the case is considered major or significant. Completed/closed means a legal action has concluded, no further action is pending, and an individual is eighteen (18) years of age.

For major or significant litigation related to children in need of care or supervision, 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).

Registers or similar systems that serve as the official recording of activities related to the litigation of matters related to children in need of care or supervision shall be retained until the system is superseded and then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the children in need of care or supervision litigation process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

**Public Access:** Exempt

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1485.1113 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1485.1113.3</b> <b>Affidavits</b> Public Access: <i>Exempt</i>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
<b>SRS-1485.1113.5</b> <b>Agreements</b> Public Access: <i>Exempt</i>	Use for written arrangements between parties regarding a course of action. Includes waivers and custodial agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)

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<p><b>SRS-1485.1113.24</b> <b>Complaints</b> Public Access: <i>Exempt</i></p>	<p>Use for initiating written or recorded information or indictment that formally set forth the essential facts indicating that a child is in need of care or supervision.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>Exempt</i></p>	<p>Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.32</b> <b>Declarations</b> Public Access: <i>Exempt</i></p>	<p>Use for unsworn witness statements. Includes police reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.107</b> <b>Depositions</b> Public Access: <i>Exempt</i></p>	<p>Use for written or recorded oral testimony of witnesses, under oath or affirmation.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.136</b> <b>Evidence</b> Public Access: <i>Exempt</i></p>	<p>Use for written or recorded information presented in a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.50</b> <b>Notices, Legal</b> Public Access: <i>Exempt</i></p>	<p>Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.63</b> <b>Orders</b> Public Access: <i>Exempt</i></p>	<p>Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.67</b> <b>Petitions</b> Public Access: <i>Exempt</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1485.1113.126</b>  <b>Pleadings</b>  Public Access: <i>Exempt</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.81</b>  <b>Registers</b>  Public Access: <i>Exempt</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to litigation associated with children in need of care or supervision. Includes case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.121</b>  <b>Subpoenas</b>  Public Access: <i>Exempt</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 litigation associated with children in need of care or supervision.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1485.1113.36</b>  <b>Supporting material</b>  Public Access: <i>Exempt</i></p>	<p>Use for written or recorded information that supports, supplements, or complements litigation associated with children in need of care or supervision. Includes attorney work product.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>

*SRS-1485.1113 was approved by the Vermont State Archivist on 5/9/2022.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

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

*SRS-1821.1100: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the investigation of felonies, misdemeanors, or delinquent acts under the laws of this State, another state, or the United States.*

**Classification:** Offenses (Investigating)

**Retention:** Retain all records listed in this schedule 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 destroy unless the investigation is considered major or significant.

For major or significant investigations, 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).

Registers or similar systems that provide for the systematic and regular recording of activities related to the investigation of criminal offenses shall be retained until the system is superseded and then destroyed.

Transitory records created or received as part of the offense investigation process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

**Public Access:** Redact

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

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

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<p><b>SRS-1821.1100.32</b> <b>Declarations</b> Public Access: <i>Redact</i></p>	<p>Use for formal statements intended to testify to a right or document a fact related to the investigation of a felony, misdemeanor or delinquent act. Includes unsworn witness statements and police reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.136</b> <b>Evidence</b> Public Access: <i>Redact</i></p>	<p>Use for written or recorded information gathered as part of an investigation or presented at a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.81</b> <b>Registers</b> Public Access: <i>Redact</i></p>	<p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of activities related to the investigation of felonies, misdemeanors, and delinquent acts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.144</b> <b>Reports</b> Public Access: <i>Redact</i></p>	<p>Use for formal statements of facts issued during and at the conclusion of an investigation of a felony, misdemeanor or delinquent act.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.121</b> <b>Subpoenas</b> Public Access: <i>Redact</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the investigation of a felony, misdemeanor or delinquent acts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.36</b> <b>Supporting material</b> Public Access: <i>Redact</i></p>	<p>Use for written or record information created or received that supports, supplements, or complements the investigation of a felony, misdemeanor or delinquent act that is not specified elsewhere in this schedule. Includes attorney work product and internal correspondence.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1821.1100.102</b> <b>Warrants</b> Public Access: <i>Redact</i></p>	<p>Use for judicial writs authorizing a law enforcement officer to make a search, seizure, or arrest.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>

*SRS-1821.1100 was approved by the Vermont State Archivist on 5/26/2021.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1913.1129: Juvenile Delinquency and Youthful Offender Case Files**

*SRS-1913.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of delinquent acts under the laws of this State. Includes records related to the prosecution of youthful offenders. For records related to the commencement and continuance of litigation related to children in need of care or supervision, use SRS-1485.1113: Children in need of care or supervision (Litigating).*

**Classification:** Delinquent acts (Prosecuting)

**Retention:** Retain all records, with the exception of agreements, legal notices, subpoenas, supporting material, and registers, until the case is completed/closed, plus four (4) years, then destroy unless the case is considered major or significant. Completed/closed means a legal action has concluded, no further action is pending, and an individual is at least eighteen (18) years of age.

For major or significant prosecutions of delinquent acts, 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).

Registers or similar systems that serve as the official recording of activities related to the prosecution of delinquent acts shall be retained until the system is superseded and then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the delinquent acts prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records.)

NOTE: Physical evidence should not be included in case files.

**Public Access:** Exempt

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1913.1129 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1913.1129.3</b> <b>Affidavits</b> Public Access: <i>Exempt</i>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)
<b>SRS-1913.1129.5</b> <b>Agreements</b> Public Access: <i>Exempt</i>	Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1913.1129.24</b> <b>Complaints</b> Public Access: <i>Exempt</i></p>	<p>Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>Exempt</i></p>	<p>Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.32</b> <b>Declarations</b> Public Access: <i>Exempt</i></p>	<p>Use for unsworn witness statements. Includes police reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.107</b> <b>Depositions</b> Public Access: <i>Exempt</i></p>	<p>Use for written or recorded oral testimony of witnesses, under oath or affirmation.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.136</b> <b>Evidence</b> Public Access: <i>Exempt</i></p>	<p>Use for written or recorded information presented in a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1486.1129.50</b> <b>Notices, Legal</b> Public Access: <i>Exempt</i></p>	<p>Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.63</b> <b>Orders</b> Public Access: <i>Exempt</i></p>	<p>Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.67</b> <b>Petitions</b> Public Access: <i>Exempt</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)</p>



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1913.1129.126</b>  <b>Pleadings</b>  Public Access: <i>Exempt</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 4 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.81</b>  <b>Registers</b>  Public Access: <i>Exempt</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of delinquent acts. Includes case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.121</b>  <b>Subpoenas</b>  Public Access: <i>Exempt</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 prosecution of a delinquent act.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1913.1129.36</b>  <b>Supporting material</b>  Public Access: <i>Exempt</i></p>	<p>Use for written or recorded information that supports, supplements, or complements the prosecution of a delinquent act that is not specified elsewhere in this schedule. Includes attorney work product.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>

*SRS-1913.1129 was approved by the Vermont State Archivist on 5/9/2022.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1531.1129: Misdemeanor Case Files**

*SRS-1531.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of misdemeanors, defined as any offenses for which the maximum term of imprisonment is not more than two years, nor is punishable by death. For records related to the commencement and continuance of the prosecution of nonviolent felonies, use SRS-1535.1129 (Nonviolent Felony Case Files). For records related to the commencement and continuance of the prosecution of violent felonies, use SRS-1536.1129 (Violent Felony Case Files).*

**Classification:** Misdemeanors (Prosecuting)

**Retention:** Retain all records, with the exception of agreements, legal notices, subpoenas, supporting material, and registers, as specified in this schedule until the case is completed/closed, plus six (6) years, then destroy unless the case is considered major or significant. Completed/closed means a legal action has concluded and no further action is pending.

For major or significant misdemeanor prosecutions, 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).

Registers or similar systems that serve as the official recording of misdemeanor prosecutions shall be retained until the system is superseded and then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the misdemeanor prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

**Public Access:** Redact

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1531.1129 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1531.1129.3</b>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
<b>Affidavits</b>			PLUS: 6 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1531.1129.5</b>	Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Agreements</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.24</b>	Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Complaints</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.53</b>	Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Correspondence (Substantive)</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.32</b>	Use for unsworn witness statements. Includes police reports.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Declarations</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.107</b>	Use for written or recorded oral testimony of witnesses, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Depositions</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.136</b>	Use for written or recorded information presented in a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Evidence</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.50</b>	Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
<b>Notices, Legal</b>			
Public Access: <i>Redact</i>			
<b>SRS-1531.1129.63</b>	Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Orders</b>			
Public Access: <i>Redact</i>			

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1531.1129.67</b> <b>Petitions</b> Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1531.1129.126</b> <b>Pleadings</b> Public Access: <i>Redact</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1531.1129.81</b> <b>Registers</b> Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of misdemeanors. Includes case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1531.1129.121</b> <b>Subpoenas</b> Public Access: <i>Redact</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the prosecution of a misdemeanor.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1531.1129.36</b> <b>Supporting material</b> Public Access: <i>Redact</i></p>	<p>Use for written or recorded information that supports, supplements, or complements the prosecution of a misdemeanor that is not specified elsewhere in this schedule. Includes attorney work product.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>

**SRS-1531.1129 was approved by the Vermont State Archivist on 5/9/2022.**

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1535.1129: Nonviolent Felony Case Files**

*SRS-1535.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of nonviolent felonies, defined as any offense for which the maximum term of imprisonment is more than two years and which is not a violent crime or an offense involving sexual exploitation of children. For records related to the commencement and continuance of the prosecution of violent felonies, use SRS-1536.1129: Violent felonies (Prosecuting). For records related to the commencement and continuance of the prosecution of misdemeanors, use SRS-1531.1129: Misdemeanors (Prosecuting).*

**Classification:** Nonviolent felonies (Prosecuting)

**Retention:** Retain all records, with the exception of agreements, legal notices, subpoenas, supporting material, and registers, as specified in this schedule until the case is completed/closed, plus six (6) years then destroy unless the case is considered major or significant. Completed/closed means a legal action has concluded, no further action is pending, and an individual's sentence has elapsed.

For major or significant nonviolent felony prosecutions, 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).

Registers or similar systems that serve as the official recording of nonviolent felony prosecutions shall be retained until the system is superseded and then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the nonviolent felony prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

**Public Access:** Redact

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1535.1129 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1535.1129.3</b>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
<b>Affidavits</b>			PLUS: 6 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1535.1129.5</b>	Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Agreements</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.24</b>	Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Complaints</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.53</b>	Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Correspondence (Substantive)</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.32</b>	Use for unsworn witness statements. Includes police reports.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Declarations</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.107</b>	Use for written or recorded oral testimony of witnesses, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Depositions</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.136</b>	Use for written or recorded information presented in a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Evidence</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.50</b>	Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
<b>Notices, Legal</b>			
Public Access: <i>Redact</i>			
<b>SRS-1535.1129.63</b>	Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Orders</b>			
Public Access: <i>Redact</i>			

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1535.1129.67</b>  <b>Petitions</b>  Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 6 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1535.1129.126</b>  <b>Pleadings</b>  Public Access: <i>Redact</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 6 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1535.1129.81</b>  <b>Registers</b>  Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of nonviolent felonies. Includes case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1535.1129.121</b>  <b>Subpoenas</b>  Public Access: <i>Redact</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the prosecution of a nonviolent felony.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1535.1129.36</b>  <b>Supporting material</b>  Public Access: <i>Redact</i></p>	<p>Use for written or recorded information that supports, supplements, or complements the prosecution of a nonviolent felony that is not specified elsewhere in this schedule. Includes attorney work product.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>

*SRS-1535.1129 was approved by the Vermont State Archivist on 5/9/2022.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1536.1129: Violent Felony Case Files**

*SRS-1536.1129: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the commencement and continuance of the prosecution of violent felonies, defined as any offense for which the maximum term of imprisonment is more than two years, for life, or which may be punished by death, and is a listed crime or an offense involving sexual exploitation of children. For records related to the commencement and continuance of the prosecution of nonviolent felonies, use SRS-1535.1129: Nonviolent felonies (Prosecuting). For records related to the commencement and continuance of the prosecution of misdemeanors, use SRS-1531.1129: Misdemeanors (Prosecuting).*

**Classification:** Violent felonies (Prosecuting)

**Retention:** Retain all records, with the exception of legal notices, subpoenas, supporting material, and registers, as specified in this schedule for the life of the offender, plus six (6) years, then destroy unless the case is considered major or significant.

For major or significant violent felony prosecutions, 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).

Registers or similar systems that serve as the official recording of violent felony prosecutions shall be retained until the system is superseded and then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of the violent felony prosecution process shall be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

NOTE: Physical evidence should not be included in case files.

**Public Access:** Redact

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1536.1129 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1536.1129.3</b>	Use for written statements of facts, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends
<b>Affidavits</b>			PLUS: 6 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1536.1129.5</b>	Use for written arrangements between parties regarding a course of action. Includes waivers and court diversion project agreements.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Agreements</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.24</b>	Use for initiating written or recorded information or indictment that formally set forth the essential facts constituting the offense charged.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Complaints</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.53</b>	Use for correspondence that has significant value and/or is essential to supporting a final decision. Includes referrals, external correspondence, and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Correspondence (Substantive)</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.32</b>	Use for unsworn witness statements. Includes police reports.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Declarations</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.107</b>	Use for written or recorded oral testimony of witnesses, under oath or affirmation.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Depositions</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.136</b>	Use for written or recorded information presented in a judicial proceeding for the purpose of establishing the truth or falsity of an allegation or fact. Includes internal investigation materials and significant supporting materials provided by outside agencies.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Evidence</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.50</b>	Use for formal announcements, notifications, or warnings that are required by law. Includes court hearing notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
<b>Notices, Legal</b>			
Public Access: <i>Redact</i>			
<b>SRS-1536.1129.63</b>	Use for directions or commands delivered in a judicial proceeding and entered into the record. Includes any court-ordered felony status conference stipulations, decisions, dispositions, warrants, or writs.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>Orders</b>			
Public Access: <i>Redact</i>			

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1536.1129.67</b>  <b>Petitions</b>  Public Access: <i>Redact</i></p>	<p>Use for formal written applications or motions made in a judicial proceeding requesting action on certain matters. Includes appeals.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends  PLUS: 6 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1536.1129.126</b>  <b>Pleadings</b>  Public Access: <i>Redact</i></p>	<p>Use for written statements of substantive claims and defenses by parties in a judicial proceeding. Includes motions to dismiss, briefs, and similar filings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends  PLUS: 6 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1536.1129.81</b>  <b>Registers</b>  Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and similar systems that provide for the systematic and regular recording of activities related to the prosecution of violent felonies. Includes case management systems.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1536.1129.121</b>  <b>Subpoenas</b>  Public Access: <i>Redact</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information related to the prosecution of a violent felony.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1536.1129.36</b>  <b>Supporting material</b>  Public Access: <i>Redact</i></p>	<p>Use for written or recorded information that supports, supplements, or complements the prosecution of a violent felony that is not specified elsewhere in this schedule. Includes attorney work product.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>

**SRS-1536.1129 was approved by the Vermont State Archivist on 5/9/2022.**

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-1485.1113: CHINS Case Files		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
33 V.S.A. § 5105	Venue and change of venue [related to human services]	No
33 V.S.A. § 5108	Authority to issue warrants [related to human services]	No
33 V.S.A. § 5109	Subpoena [related to juvenile proceedings]	No
33 V.S.A. § 5113	Modification or vacation of orders [related to human services]	No
33 V.S.A. § 5115	Protective order [related to human services]	No
33 V.S.A. § 5117	Records of juvenile judicial proceedings	Yes
33 V.S.A. § 5119	Sealing of records [related to human services]	Yes
33 V.S.A. § 5302	Request for emergency care order	No
33 V.S.A. § 5306	Notice of emergency care order and temporary care hearing	No
33 V.S.A. § 5307	Temporary care hearing [related to children in need of care or supervision]	No
33 V.S.A. § 5309	Filing of a petition [related to children in need of care or supervision]	No
33 V.S.A. § 5311	Service of summons and petition; no request for temporary care order	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>33 V.S.A. § 5314</b>	Filing of initial case plan [related to children in need of care or supervision]	No
<b>33 V.S.A. § 5317</b>	Disposition hearing [related to children in need of care or supervision]	No
<b>33 V.S.A. § 5318</b>	Disposition order [related to children in need of care or supervision]	No
<b>V.R.C.P. 30</b>	Depositions upon oral examination [related to rules of civil procedure]	No
<b>V.R.Cr.P. 15</b>	Depositions [related to rules of criminal procedure]	No
<b>V.R.F.P. 2</b>	Children in need of care or supervision [related to rules for family proceedings]	No

<b>SRS-1821.1100: Criminal Investigation Case Files</b>	<i>Review for Exemption?</i>
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<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>10 V.S.A. § 4198</b>	Police powers; training; state game wardens; deputy game wardens	No
<b>12 V.S.A. § 691</b>	Service of civil or criminal process	No
<b>13 V.S.A. § 1023</b>	Simple assault	No
<b>13 V.S.A. § 1024</b>	Aggravated assault	No
<b>13 V.S.A. § 1026</b>	Disorderly conduct	No
<b>13 V.S.A. § 1027</b>	Disturbing peace by use of telephone or other electronic communications	No
<b>13 V.S.A. § 1028</b>	Assault of protected professional; assault with bodily fluids	No



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<b>13 V.S.A. § 1030</b>	Violation of an abuse prevention order, an order against stalking or sexual assault, or a protective order concerning contact with a child	No
<b>13 V.S.A. § 1043</b>	First degree aggravated domestic assault	No
<b>13 V.S.A. § 1044</b>	Second degree aggravated domestic assault	No
<b>13 V.S.A. § 1063</b>	Aggravated stalking	No
<b>13 V.S.A. § 1101</b>	Bribing public officers or employees	No
<b>13 V.S.A. § 1102</b>	Public officers or employees accepting bribes	No
<b>13 V.S.A. § 1104</b>	Triers of causes accepting bribes	No
<b>13 V.S.A. § 1106</b>	Kickbacks; purchasing supplies	No
<b>13 V.S.A. § 1107</b>	Kickbacks; granting licenses	No
<b>13 V.S.A. § 1108</b>	Kickbacks; private corporations	No
<b>13 V.S.A. § 1201</b>	Burglary	No
<b>13 V.S.A. § 1311</b>	Unlawful sheltering; aiding a runaway child	No
<b>13 V.S.A. § 1376</b>	Abuse	No
<b>13 V.S.A. § 1377</b>	Abuse by unlawful restraint and unlawful confinement	No
<b>13 V.S.A. § 1378</b>	Neglect [related to abuse, neglect, and exploitation of vulnerable adults]	No
<b>13 V.S.A. § 1379</b>	Sexual abuse	No
<b>13 V.S.A. § 1380</b>	Financial exploitation	No
<b>13 V.S.A. § 1404</b>	Conspiracy	No
<b>13 V.S.A. § 1455</b>	Hate-motivated crimes	No
<b>13 V.S.A. § 1501</b>	Escape and attempts to escape	No
<b>13 V.S.A. § 1502</b>	Unlawfully aiding prisoners	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 1753</b>	False alarms and reports	No
<b>13 V.S.A. § 1754</b>	False reports to law enforcement authorities	No
<b>13 V.S.A. § 1804</b>	Counterfeiting paper money	No
<b>13 V.S.A. § 1807</b>	Making or repairing tools for counterfeit money	No
<b>13 V.S.A. § 2001</b>	False personation	No
<b>13 V.S.A. § 2002</b>	False pretenses or tokens	No
<b>13 V.S.A. § 2021</b>	Telecommunications fraud and facilitation of telecommunications fraud	No
<b>13 V.S.A. § 2024</b>	Workers' compensation fraud; criminal penalties	No
<b>13 V.S.A. § 2031</b>	Insurance fraud	No
<b>13 V.S.A. § 2301</b>	Murder-degrees defined	No
<b>13 V.S.A. § 2406</b>	Unlawful restraint in the second degree	No
<b>13 V.S.A. § 2531</b>	Embezzlement generally	No
<b>13 V.S.A. § 2532</b>	Officer or servant of incorporated bank [related to larceny and embezzlement]	No
<b>13 V.S.A. § 2533</b>	Receiver or trustee [related to larceny and embezzlement]	No
<b>13 V.S.A. § 2534</b>	Executor or administrator [related to larceny and embezzlement]	No
<b>13 V.S.A. § 2535</b>	Guardian [related to larceny and embezzlement]	No
<b>13 V.S.A. § 2536</b>	Carrier [related to larceny and embezzlement]	No
<b>13 V.S.A. § 2537</b>	Person holding property in official capacity or belonging to the state or a municipality [related to larceny and embezzlement]	No
<b>13 V.S.A. § 2539</b>	Pleading and proof of money embezzled and time of offense	No
<b>13 V.S.A. § 2561</b>	Penalty for receiving stolen property; venue	No
<b>13 V.S.A. § 2575</b>	Offense of retail theft	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

13 V.S.A. § 2592	Failure to return a rented or leased motor vehicle	No
13 V.S.A. § 2601a	Prohibited conduct	No
13 V.S.A. § 2602	Lewd or lascivious conduct with child	No
13 V.S.A. § 2605	Voyeurism	No
13 V.S.A. § 2632	Prostitution	No
13 V.S.A. § 2652	Human trafficking	No
13 V.S.A. § 2653	Aggravated human trafficking	No
13 V.S.A. § 2802b	Minor electronically disseminating indecent material to another person	No
13 V.S.A. § 2827	Possession of child pornography	No
13 V.S.A. § 3019	Disarming a law enforcement officer	No
13 V.S.A. § 3252	Sexual assault	No
13 V.S.A. § 3257	Sexual exploitation of an inmate	No
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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 8102</b>	Limitations on compelled production of electronic information	No
<b>13 V.S.A. § 8106</b>	Service provider's response to warrant	No
<b>15 V.S.A. § 1151</b>	Definitions [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	No
<b>18 V.S.A. § 4052</b>	Manufacture, sale, delivery; prohibitions [related to labeling for marketing and sale]	No
<b>18 V.S.A. § 4234b</b>	Ephedrine and pseudoephedrine [related to regulated drugs]	No
<b>18 V.S.A. § 4249</b>	Transportation of alcohol, tobacco, or regulated drugs into places of detention	No
<b>18 V.S.A. § 5201</b>	Permits; removal of bodies; cremation; waiting period; investigation into circumstances of death	No
<b>18 V.S.A. § 5205</b>	Death certificate when no attending physician and in other circumstances; autopsy	Yes
<b>20 V.S.A. § 1817</b>	Reports of law enforcement officer; accidents involving liquor	No
<b>20 V.S.A. § 1938</b>	Storage and use of samples and records [related to state dna database and state data bank]	No
<b>20 V.S.A. § 2061</b>	Fingerprinting [related to Vermont Criminal Information Center]	No
<b>20 V.S.A. § 2366</b>	Law enforcement agencies; fair and impartial policing policy; race data collection	No
<b>20 V.S.A. § 2401</b>	Definitions [related to Vermont Criminal Justice Training Council]	No
<b>20 V.S.A. § 4622</b>	Law enforcement use of drones	No
<b>23 V.S.A. § 1091</b>	Negligent operation; grossly negligent operation	No
<b>23 V.S.A. § 1133</b>	Eluding a police officer [related to operation of vehicles]	No
<b>23 V.S.A. § 2083</b>	Other offenses [related to anti-theft provisions and penalties]	No
<b>23 V.S.A. § 3024</b>	Penalties [related to diesel fuel tax]	No
<b>23 V.S.A. § 3305</b>	Fees [related to motorboats]	No
<b>23 V.S.A. § 3306</b>	Lights and equipment [related to motorboats]	No
<b>23 V.S.A. § 3312</b>	Operations rules as between vessels [related to motorboats]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>23 V.S.A. § 3315</b>	Water skis and surfboards	No
<b>23 V.S.A. § 3829</b>	Altering, forging or counterfeiting certificates [related to tilting of vessels, snowmobiles, and all-terrain vehicles]	No
<b>23 V.S.A. § 421</b>	Penalties [related to nonresident and zone registration]	No
<b>23 V.S.A. § 601</b>	License required [related to operators' licenses]	No
<b>23 V.S.A. § 614</b>	Rights under license [related to motor vehicles]	No
<b>24 V.S.A. § 1931</b>	Police officers [related to police]	No
<b>24 V.S.A. § 1935</b>	Powers [related to police]	No
<b>24 V.S.A. § 1936a</b>	Constables; powers and qualifications	No
<b>26 V.S.A. § 4102</b>	Prohibition [related to tattooists and body piercers]	No
<b>26 V.S.A. § 4603</b>	Prohibition; penalty	No
<b>28 V.S.A. § 204</b>	Submission of written report; protection of records [related to probation]	Yes
<b>32 V.S.A. § 5894</b>	Liability for failure or delinquency [related to income taxes]	No
<b>33 V.S.A. § 4915</b>	Assessment and investigation [related to suspected child abuse or neglect]	No
<b>33 V.S.A. § 4921</b>	Department's records of abuse and neglect [related to reporting abuse of children]	Yes
<b>7 V.S.A. § 658</b>	Penalties [related to alcoholic beverages]	No
<b>7 V.S.A. § 661</b>	Violations of title	No
<b>9 V.S.A. § 2435</b>	Notice of security breaches	Yes
<b>9 V.S.A. § 2480k</b>	Complaints to law enforcement agencies [related to consumer protection]	No
<b>9 V.S.A. § 3885</b>	Records of a precious metal dealer	No
<b>9 V.S.A. § 4043</b>	Fraudulent use [related to credit cards]	No
<b>V.R.Cr.P. 16</b>	Discovery by defendant [related to rules of criminal procedure]	Yes

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1913.1129: Juvenile Delinquency and Youthful Offender Case Files</b>		<i>Review for Exemption?</i>
<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>3 V.S.A. § 163</b>	Juvenile court diversion project	Yes
<b>33 V.S.A. § 5103</b>	Jurisdiction [related to general provisions]	No
<b>33 V.S.A. § 5105</b>	Venue and change of venue [related to human services]	No
<b>33 V.S.A. § 5108</b>	Authority to issue warrants [related to human services]	No
<b>33 V.S.A. § 5109</b>	Subpoena [related to juvenile proceedings]	No
<b>33 V.S.A. § 5113</b>	Modification or vacation of orders [related to human services]	No
<b>33 V.S.A. § 5115</b>	Protective order [related to human services]	No
<b>33 V.S.A. § 5117</b>	Records of juvenile judicial proceedings	Yes
<b>33 V.S.A. § 5119</b>	Sealing of records [related to human services]	Yes
<b>33 V.S.A. § 5201</b>	Commencement of delinquency proceedings	Yes
<b>33 V.S.A. § 5202</b>	Order of adjudication; noncriminal [related to delinquency proceedings]	No
<b>33 V.S.A. § 5203</b>	Transfer from other courts	No
<b>33 V.S.A. § 5204</b>	Transfer from juvenile court [related to delinquency proceedings]	Yes

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>33 V.S.A. § 5221</b>	Citation and notice to appear at preliminary hearing [related to juvenile delinquency]	No
<b>33 V.S.A. § 5222</b>	Petition; contents [related to delinquency hearings]	Yes
<b>33 V.S.A. § 5223</b>	Filing of petition [related to delinquency proceedings]	No
<b>33 V.S.A. § 5225</b>	Preliminary hearing; risk assessment [related to delinquency proceedings]	No
<b>33 V.S.A. § 5228</b>	Constitutional protections for a child in delinquency proceedings	No
<b>33 V.S.A. § 5229</b>	Merits adjudication [related to delinquency proceedings]	Yes
<b>33 V.S.A. § 5231</b>	Disposition hearing [related to delinquency proceedings]	Yes
<b>33 V.S.A. § 5234</b>	Rights of victims in delinquency proceedings involving a listed crime	Yes
<b>33 V.S.A. § 5252</b>	Request for emergency care order [related to delinquency proceedings]	No
<b>33 V.S.A. § 5254</b>	Notice of emergency care order and temporary care hearing	No
<b>33 V.S.A. § 5255</b>	Temporary care hearing [related to delinquency proceedings]	No
<b>33 V.S.A. § 5257</b>	Filing of initial case plan [related to delinquency proceedings]	No
<b>33 V.S.A. § 5266</b>	Summons, apprehension, and detention of juvenile probationer	No
<b>33 V.S.A. § 5280</b>	Commencement of youthful offender proceedings in the family division	No
<b>33 V.S.A. § 5281</b>	Motion in criminal division of superior court [related to youthful offenders]	No
<b>33 V.S.A. § 5286</b>	Review prior to the age of 18 [related to delinquency proceedings]	No
<b>33 V.S.A. § 5288</b>	Rights of victims in youthful offender proceedings	No
<b>V.R.Cr.P. 12.1</b>	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 15</b>	Depositions [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 16.1</b>	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
<b>V.R.F.P. 1</b>	Procedure for juvenile delinquency proceedings [related to rules for family proceedings]	Yes

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1531.1129: Misdemeanor Case Files</b>		<i>Review for Exemption?</i>
<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>12 V.S.A. § 1664</b>	Immunity of witnesses	No
<b>12 V.S.A. § 3963</b>	Receipt and return of writ; notice to State's Attorney or Attorney General	No
<b>12 V.S.A. § 3970</b>	Prisoner charged with crime, notice to State's Attorney	No
<b>12 V.S.A. § 3971</b>	Pleading; hearing [related to habeas corpus]	No
<b>12 V.S.A. § 4988</b>	Prosecution by State's Attorney [related to forfeiture of grants]	No
<b>12 V.S.A. § 511</b>	Civil action [related to limitation of time for commencement of actions]	No
<b>12 V.S.A. § 701</b>	Summons	No
<b>13 V.S.A. § 2810</b>	Commencement of civil action [related to obscenity]	No
<b>13 V.S.A. § 3256</b>	Testing for infectious diseases	Yes
<b>13 V.S.A. § 4508</b>	When prosecution deemed commenced	No
<b>13 V.S.A. § 4638</b>	Which State's Attorney to prosecute	No
<b>13 V.S.A. § 4703</b>	Payment of fees [related to search warrants]	No
<b>13 V.S.A. § 4821</b>	Notice of hearing; procedures [related to insanity as a defense]	No



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 5561</b>	Petition for postconviction DNA testing	No
<b>13 V.S.A. § 5563</b>	Victim notification [related to postconviction DNA testing]	No
<b>13 V.S.A. § 6565</b>	Pleas [related to pleadings and proof; trial]	No
<b>13 V.S.A. § 6607</b>	Disclosure of confidential records; notice to prosecution	No
<b>13 V.S.A. § 7041</b>	Deferred sentence [related to sentence and commitment]	Yes
<b>13 V.S.A. § 7043</b>	Restitution	Yes
<b>13 V.S.A. § 7133</b>	Notice and hearing [related to petition for review]	No
<b>13 V.S.A. § 7602</b>	Expungement and sealing of record, postconviction; procedure	Yes
<b>13 V.S.A. § 7603</b>	Expungement and sealing of record, no conviction; procedure	Yes
<b>13 V.S.A. § 7606</b>	Effect of expungement	Yes
<b>13 V.S.A. § 7607</b>	Effect of sealing	Yes
<b>13 V.S.A. § 7609</b>	Expungement of criminal history records of an individual 18-21 years of age	No
<b>13 V.S.A. § 8002</b>	Definitions [related to uniform collateral consequences of conviction]	No
<b>17 V.S.A. § 2616</b>	Jurisdiction to prosecute criminal offenses	No
<b>20 V.S.A. § 2056a</b>	Dissemination of criminal history records to criminal justice agencies	No
<b>20 V.S.A. § 2862</b>	Assistance of state's attorney in investigation [related to the prevention and investigation of fires]	No
<b>20 V.S.A. § 2869</b>	Prosecution [related to prevention and investigation of fires]	No
<b>24 V.S.A. § 1974a</b>	Enforcement of civil ordinance violations	No
<b>24 V.S.A. § 361</b>	General duties [related to State's Attorneys]	No
<b>24 V.S.A. § 367</b>	Department of State's Attorneys	No
<b>28 V.S.A. § 1503</b>	Prisoner's request for final disposition-Article III	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>28 V.S.A. § 252a</b>	Review of probation conditions	No
<b>28 V.S.A. § 809</b>	Pardons; application; notice; hearing; decision [related to supervision of adult inmates at the correctional facilities]	No
<b>3 V.S.A. § 127</b>	Unauthorized practice [related to professional regulation]	No
<b>3 V.S.A. § 152</b>	Scope of authority [related to Attorney General]	No
<b>3 V.S.A. § 157</b>	Appearance for state [related to Attorney General]	No
<b>3 V.S.A. § 160</b>	State claims	No
<b>3 V.S.A. § 164</b>	Adult court diversion project	Yes
<b>3 V.S.A. § 167</b>	Public funds investigation special fund	No
<b>4 V.S.A. § 1105</b>	Answer to complaint; default [related to Judicial Bureau]	No
<b>42 CFR 1007</b>	State Medicaid fraud control units	No
<b>42 CFR 455</b>	Program integrity: Medicaid	No
<b>45 CFR 164</b>	Security and privacy [related to public welfare]	Yes
<b>45 CFR 75</b>	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
<b>7 V.S.A. § 104</b>	Duties [related to liquor control board]	No
<b>7 V.S.A. § 212</b>	Complaints and prosecutions [related to alcoholic beverages]	No
<b>7 V.S.A. § 564</b>	Notice of seizure; hearing; fees	No
<b>9 V.S.A. § 2458</b>	Restraining prohibited acts [related to consumer protection]	No
<b>9 V.S.A. § 2459</b>	Assurance of discontinuance [related to consumer protection]	No
<b>9 V.S.A. § 2462</b>	Action by state's attorney [related to consumer protection]	No
<b>V.R.C.P. 59</b>	New trials: amendment of judgments [related to rules of civil procedure]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>V.R.C.P. 80.4</b>	Habeas corpus [related to rules of civil procedure]	No
<b>V.R.Cr.P. 11</b>	Pleas [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 12.1</b>	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 15</b>	Depositions [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 16</b>	Discovery by defendant [related to rules of criminal procedure]	Yes
<b>V.R.Cr.P. 16.1</b>	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
<b>V.R.Cr.P. 23</b>	Trial by jury or by the court	No
<b>V.R.Cr.P. 3</b>	Arrest without a warrant; citation to appear [related to criminal allegations and adjudication]	No
<b>V.R.Cr.P. 35</b>	Correction, reduction and modification of sentence	No
<b>V.R.Cr.P. 4</b>	Summons or arrest warrant upon indictment or information [related to rules for criminal procedure]	No
<b>V.R.Cr.P. 41.1</b>	Nontestimonial identification [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 48</b>	Dismissal [related to criminal allegations and trials]	No

**SRS-1535.1129: Nonviolent Felony Case Files**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>12 V.S.A. § 1664</b>	Immunity of witnesses	No
<b>12 V.S.A. § 3963</b>	Receipt and return of writ; notice to State's Attorney or Attorney General	No
<b>12 V.S.A. § 3970</b>	Prisoner charged with crime, notice to State's Attorney	No
<b>12 V.S.A. § 3971</b>	Pleading; hearing [related to habeas corpus]	No
<b>12 V.S.A. § 4988</b>	Prosecution by State's Attorney [related to forfeiture of grants]	No
<b>12 V.S.A. § 701</b>	Summons	No
<b>13 V.S.A. § 3256</b>	Testing for infectious diseases	Yes
<b>13 V.S.A. § 4508</b>	When prosecution deemed commenced	No
<b>13 V.S.A. § 4638</b>	Which State's Attorney to prosecute	No
<b>13 V.S.A. § 4703</b>	Payment of fees [related to search warrants]	No
<b>13 V.S.A. § 4821</b>	Notice of hearing; procedures [related to insanity as a defense]	No
<b>13 V.S.A. § 5563</b>	Victim notification [related to postconviction DNA testing]	No
<b>13 V.S.A. § 6565</b>	Pleas [related to pleadings and proof; trial]	No
<b>13 V.S.A. § 6607</b>	Disclosure of confidential records; notice to prosecution	No
<b>13 V.S.A. § 7041</b>	Deferred sentence [related to sentence and commitment]	Yes
<b>13 V.S.A. § 7043</b>	Restitution	Yes
<b>13 V.S.A. § 7133</b>	Notice and hearing [related to petition for review]	No
<b>13 V.S.A. § 7602</b>	Expungement and sealing of record, postconviction; procedure	Yes
<b>13 V.S.A. § 7603</b>	Expungement and sealing of record, no conviction; procedure	Yes
<b>13 V.S.A. § 7606</b>	Effect of expungement	Yes
<b>13 V.S.A. § 7607</b>	Effect of sealing	Yes

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 7609</b>	Expungement of criminal history records of an individual 18-21 years of age	No
<b>13 V.S.A. § 8002</b>	Definitions [related to uniform collateral consequences of conviction]	No
<b>13 V.S.A. § 8013</b>	Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights	No
<b>17 V.S.A. § 2616</b>	Jurisdiction to prosecute criminal offenses	No
<b>20 V.S.A. § 2056a</b>	Dissemination of criminal history records to criminal justice agencies	No
<b>20 V.S.A. § 2862</b>	Assistance of state's attorney in investigation [related to the prevention and investigation of fires]	No
<b>20 V.S.A. § 2869</b>	Prosecution [related to prevention and investigation of fires]	No
<b>24 V.S.A. § 361</b>	General duties [related to State's Attorneys]	No
<b>24 V.S.A. § 367</b>	Department of State's Attorneys	No
<b>28 V.S.A. § 1503</b>	Prisoner's request for final disposition-Article III	No
<b>28 V.S.A. § 252a</b>	Review of probation conditions	No
<b>28 V.S.A. § 809</b>	Pardons; application; notice; hearing; decision [related to supervision of adult inmates at the correctional facilities]	No
<b>3 V.S.A. § 152</b>	Scope of authority [related to Attorney General]	No
<b>3 V.S.A. § 157</b>	Appearance for state [related to Attorney General]	No
<b>3 V.S.A. § 160</b>	State claims	No
<b>3 V.S.A. § 164</b>	Adult court diversion project	Yes
<b>3 V.S.A. § 167</b>	Public funds investigation special fund	No
<b>42 CFR 1007</b>	State Medicaid fraud control units	No
<b>42 CFR 455</b>	Program integrity: Medicaid	No
<b>45 CFR 164</b>	Security and privacy [related to public welfare]	Yes

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>45 CFR 75</b>	Uniform administrative requirements, cost principles, and audit requirements for HHS awards [related to public welfare]	No
<b>V.R.C.P. 80.4</b>	Habeas corpus [related to rules of civil procedure]	No
<b>V.R.Cr.P. 10</b>	Arraignment	No
<b>V.R.Cr.P. 11</b>	Pleas [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 12.1</b>	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 14</b>	Severance of offenses or defendants	No
<b>V.R.Cr.P. 15</b>	Depositions [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 16</b>	Discovery by defendant [related to rules of criminal procedure]	Yes
<b>V.R.Cr.P. 16.1</b>	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
<b>V.R.Cr.P. 23</b>	Trial by jury or by the court	No
<b>V.R.Cr.P. 3</b>	Arrest without a warrant; citation to appear [related to criminal allegations and adjudication]	No
<b>V.R.Cr.P. 35</b>	Correction, reduction and modification of sentence	No
<b>V.R.Cr.P. 4</b>	Summons or arrest warrant upon indictment or information [related to rules for criminal procedure]	No
<b>V.R.Cr.P. 41.1</b>	Nontestimonial identification [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 48</b>	Dismissal [related to criminal allegations and trials]	No
<b>V.R.Cr.P. 7</b>	The indictment and the information	No

<b>SRS-1536.1129: Violent Felony Case Files</b>	<i>Review for Exemption?</i>
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<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
12 V.S.A. § 1664	Immunity of witnesses	No
12 V.S.A. § 3963	Receipt and return of writ; notice to State's Attorney or Attorney General	No
12 V.S.A. § 3970	Prisoner charged with crime, notice to State's Attorney	No
12 V.S.A. § 3971	Pleading; hearing [related to habeas corpus]	No
12 V.S.A. § 4988	Prosecution by State's Attorney [related to forfeiture of grants]	No
12 V.S.A. § 701	Summons	No
13 V.S.A. § 2826	Evidence of age [related to sexual exploitation of children]	No
13 V.S.A. § 3255	Evidence [related to sexual assault]	No
13 V.S.A. § 3256	Testing for infectious diseases	Yes
13 V.S.A. § 4508	When prosecution deemed commenced	No
13 V.S.A. § 4638	Which State's Attorney to prosecute	No
13 V.S.A. § 4703	Payment of fees [related to search warrants]	No
13 V.S.A. § 4821	Notice of hearing; procedures [related to insanity as a defense]	No
13 V.S.A. § 5561	Petition for postconviction DNA testing	No
13 V.S.A. § 5563	Victim notification [related to postconviction DNA testing]	No
13 V.S.A. § 6565	Pleas [related to pleadings and proof; trial]	No
13 V.S.A. § 6607	Disclosure of confidential records; notice to prosecution	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>13 V.S.A. § 7041</b>	Deferred sentence [related to sentence and commitment]	Yes
<b>13 V.S.A. § 7043</b>	Restitution	Yes
<b>13 V.S.A. § 7133</b>	Notice and hearing [related to petition for review]	No
<b>13 V.S.A. § 8002</b>	Definitions [related to uniform collateral consequences of conviction]	No
<b>13 V.S.A. § 8013</b>	Issuance, modification, and revocation of order of limited relief and certificate of restoration of rights	No
<b>17 V.S.A. § 2616</b>	Jurisdiction to prosecute criminal offenses	No
<b>18 V.S.A. § 5205</b>	Death certificate when no attending physician and in other circumstances; autopsy	Yes
<b>20 V.S.A. § 2056a</b>	Dissemination of criminal history records to criminal justice agencies	No
<b>20 V.S.A. § 2869</b>	Prosecution [related to prevention and investigation of fires]	No
<b>24 V.S.A. § 361</b>	General duties [related to State's Attorneys]	No
<b>24 V.S.A. § 367</b>	Department of State's Attorneys	No
<b>28 V.S.A. § 1503</b>	Prisoner's request for final disposition-Article III	No
<b>28 V.S.A. § 252a</b>	Review of probation conditions	No
<b>28 V.S.A. § 809</b>	Pardons; application; notice; hearing; decision [related to supervision of adult inmates at the correctional facilities]	No
<b>3 V.S.A. § 152</b>	Scope of authority [related to Attorney General]	No
<b>3 V.S.A. § 157</b>	Appearance for state [related to Attorney General]	No
<b>3 V.S.A. § 160</b>	State claims	No
<b>45 CFR 164</b>	Security and privacy [related to public welfare]	Yes
<b>V.R.Cr.P. 11</b>	Pleas [related to rules of criminal procedure]	No
<b>V.R.Cr.P. 12.1</b>	Notice of alibi, insanity or expert testimony [related to rules of criminal procedure]	No



### STATE OF VERMONT SPECIFIC RECORD SCHEDULE

V.R.Cr.P. 14	Severance of offenses or defendants	No
V.R.Cr.P. 15	Depositions [related to rules of criminal procedure]	No
V.R.Cr.P. 16	Discovery by defendant [related to rules of criminal procedure]	Yes
V.R.Cr.P. 16.1	Disclosure to the prosecution [related to rules for criminal procedure]	Yes
V.R.Cr.P. 23	Trial by jury or by the court	No
V.R.Cr.P. 3	Arrest without a warrant; citation to appear [related to criminal allegations and adjudication]	No
V.R.Cr.P. 35	Correction, reduction and modification of sentence	No
V.R.Cr.P. 4	Summons or arrest warrant upon indictment or information [related to rules for criminal procedure]	No
V.R.Cr.P. 41	Search and seizure [related to rules of criminal procedure]	No
V.R.Cr.P. 41.1	Nontestimonial identification [related to rules of criminal procedure]	No
V.R.Cr.P. 48	Dismissal [related to criminal allegations and trials]	No
V.R.Cr.P. 7	The indictment and the information	No