

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Issued to: Secretary of State, Office of

Last Revised: 10/24/2024



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

### AGENCY SPECIFIC RECORD SCHEDULE FOR: Secretary of State, Office 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 (Secretary of State, Office 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 clearly stating specific retention requirements that best meet the agency's administrative needs is highly advised. Specific Record Schedule (SRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.
- Exemptions:** It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Some records listed on this record schedule may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** This agency specific record schedule reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Within the same agency, duplicates or copies of records shall not be retained longer than the original records.
- Adoption:** This agency specific record schedule is in effect for the agency (Secretary of State, Office of) at the time the incumbent takes office and includes any records created or produced as part of the transition into his or her role as an elective or appointive official. If, at any time, this agency specific record schedule does not address all the records created or produced in the course of agency business or the requirements related to the following records have changed, this schedule will need to be revised accordingly by the Vermont State Archives and Records Administration.

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1656.1002: Accounting Records**

*SRS-1656.1002: 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 within the Office of Secretary of State.*

**Classification:** State Office: Secretary of State (Accounting)

**Retention:** Retain records associated with financial transactions until completed/closed, plus three (3) years and then destroy in accordance with State and Federal laws and regulations. Completed/closed means the fiscal year has ended and all audits have completed.

Ledgers or systems that serve as the formal repository of the Office of Secretary of State's financial accounts and transaction (general ledger) shall be retained until the repository is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value. Supporting documentation, such as invoices, receipts, vouchers, etc., shall be destroyed after audit provided that all legal recordkeeping requirements established by State and Federal law have been met.

A copy of the Office'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. Accounting reports with significant administrative value shall be retained permanently in accordance with Reports in SRS-1656.1102 (Secretary of State's Administrative Policy Records).

Management Letters received following an audit shall be retain permanently and follow the retention requirements for Correspondence (Substantive) in SRS-1656.1102.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received by the Office of Secretary of State may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1656.1002 (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-1656.1002.10</b> <b>Audits</b> Public Access: <i>General</i>	Use for final reports received at the conclusion of an audit of the Office of Secretary of State's financial assets. 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-1656.1102 (Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)

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<p><b>SRS-1656.1002.14</b> <b>Bonds</b> 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 his order, or to bearer, out of money on deposit to the credit of the writer.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1656.1002.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>General</i></p>	<p>Use for correspondence that has significant administrative value and/or supports decisions related to the management of the Office of Secretary of State'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-1656.1102 (Secretary of State's Administrative Policy Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.32</b> <b>Declarations</b> Public Access: <i>General</i></p>	<p>Use for delegations of authority. Includes memorandums for appointed individuals to continue following any Secretary authority 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: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.48</b> <b>Inventories</b> Public Access: <i>General</i></p>	<p>Use for annual physical inventories of Office of Secretary of States' assets.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.49</b> <b>Invoices</b> Public Access: <i>General</i></p>	<p>Use for documents created or received by the Office of Secretary of State, 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: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.175</b> <b>Ledgers</b> Public Access: <i>Redact</i></p>	<p>Use for registers or systems that serve as the formal repository of the Office of Secretary of State's financial accounts and transactions.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1656.1002.75</b> <b>Purchase orders</b> Public Access: <i>General</i></p>	<p>Use for authorizations to vendors to deliver goods and services, which upon acceptance constitute purchase contracts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>

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<p><b>SRS-1656.1002.77</b>  <b>Receipts</b>  Public Access: <i>General</i></p>	<p>Use for documents that provide evidence of money received and deposited. Includes deposit tickets, bank receipts, and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.144</b>  <b>Reports</b>  Public Access: <i>General</i></p>	<p>Use for reports and similar narrative statements about the Office of Secretary of State's financial transactions and activities. Includes self-assessment questionnaires, expenditure reports, and related documentation of the Office'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-1656.1102 (Secretary of State's Administrative Policy Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.84</b>  <b>Requisitions</b>  Public Access: <i>General</i></p>	<p>Use for requests for a purchase order that create pre-encumbrances of funds.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.101</b>  <b>Vouchers</b>  Public Access: <i>General</i></p>	<p>Use for documents that serve as the basis for cutting checks or generating payments and recording financial transactions to pay a vendor.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1002.102</b>  <b>Warrants</b>  Public Access: <i>General</i></p>	<p>Use for written pay orders that instruct the State Treasurer to pay the warrant holder on demand or after a maturity date. Includes the certificate demonstrating approval for payment by the State Treasurer.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

**SRS-1656.1002 was approved by the Vermont State Archivist on 5/19/2021.**

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1656.1102: Administrative Policy Records**

*SRS-1656.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of the Office of Secretary of State and its divisions and/or the formulation or development of policy. For administrative procedures or rules adopted, amended, or repealed under the Vermont Administrative Procedures Act (APA), use GRS-2087.1128 (Administrative Rulemaking Procedures).*

**Classification:** State Office: Secretary of State (Administering)

**Retention:** Briefings, calendars, presentations, and substantive correspondence of the Secretary of State and Deputy Secretary of State are permanent (archival) and shall be transferred into the legal custody of the Vermont State Archives and Records Administration for permanent preservation no later than the official's last day in office.

If the Secretary of State serves more than one term, they may transfer the administrative policy records listed above into the legal custody of the Vermont State Archives and Records Administration when each term ends. The Secretary may direct the Deputy Secretary of State to do the same.

Records of the Office of Secretary of State and its divisions appraised as permanent (archival) shall be retained permanently and transferred to the Vermont State Archives and Records Administration when retention requirements have been met.

Transitory records created or received by the Office of Secretary of State may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1656.1102 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1656.1102.4</b> <b>Agendas</b> Public Access: <i>General</i>	Use for written lists or programs of things to be done or considered by the Office of Secretary of State. Includes significant supporting materials. If the approved and posted official minutes do not give a true indication of the published agenda of the meeting, use "Minutes."	Temporary (Legal)	RETAIN UNTIL: Calendar Year Ends PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1656.1102.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for formal agreements entered into by the Office of Secretary of State, including interagency agreements and memorandums of understanding. Includes significant supporting material. For agreements and supporting materials related to government awards, use "Grants."	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives

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<p><b>SRS-1656.1102.141</b>  <b>Authorizations</b>  Public Access: <i>Review</i></p>	<p>Use for written permissions required by law from the Office of Secretary of State and its divisions, to allow recipients to gain certain rights or privileges or perform specific activities.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.197</b>  <b>Briefings</b>  Public Access: <i>General</i></p>	<p>Use for written evidence of acts or instances of giving precise instructions or essential information.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.19</b>  <b>Calendars</b>  Public Access: <i>General</i></p>	<p>Use for Secretary of State, Deputy Secretary of State, Director of the Office of Professional Regulation, and State Archivist calendars of official meetings and events.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.194</b>  <b>Correspondence (Constituent)</b>  Public Access: <i>General</i></p>	<p>Use for incoming and outgoing written correspondence with constituents of the Office of Secretary of State relating to the administration of the Office and/or the formulation or development of policy. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.53</b>  <b>Correspondence (Substantive)</b>  Public Access: <i>General</i></p>	<p>Use for any correspondence produced or received by the Secretary of State and/or the Deputy Secretary of State that has significant administrative value and/or is essential in supporting policy decisions.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.32</b>  <b>Declarations</b>  Public Access: <i>General</i></p>	<p>Use for official statements made by the Office of Secretary of State and its divisions. Includes formal opinions and similar written documents that set forth the basis of authority; the scope of activities of the Office and its divisions; and/or defines the obligations, liabilities, duties, and rights of those affected. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.195</b>  <b>Documentary photographs</b>  Public Access: <i>General</i></p>	<p>Use for photographs taken as or subsequently used as documentary evidence of functions and activities of the Office of Secretary of State.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>

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<p><b>SRS-1656.1102.173</b> <b>Grants</b> Public Access: <i>General</i></p>	<p>Use for documentation of awards of financial assistance from a government agency to the Office of Secretary of State and its divisions to carry out a public purpose of support or stimulation authorized by a law. Includes cost reimbursement contracts and similar agreements with the granting agency. Starting date of retention period is based on the day the single or last expenditure report is submitted to the awarding agency for the funding period specified in the grant award. For grant proposals and reports that have significant administrative value, use "Reports."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1656.1102.59</b> <b>Minutes</b> Public Access: <i>General</i></p>	<p>Use for records of what was said and done at meetings by the Office of Secretary of State and/or for minutes documenting policy development. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1656.1102.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for formal announcements, notifications, or warnings issued specifically by the Office of Secretary of State and its divisions that are required by law.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Archives</p>
<p><b>SRS-1656.1102.69</b> <b>Plans (reports)</b> Public Access: <i>General</i></p>	<p>Use for strategic plans and similar planning documents outlining the goals, objectives and plans for the Office of Secretary of State and its divisions. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1656.1102.70</b> <b>Policies</b> Public Access: <i>General</i></p>	<p>Use for written statements that outline guiding principles or general courses of action of the Office of Secretary of State and its divisions. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1656.1102.71</b> <b>Presentations</b> Public Access: <i>General</i></p>	<p>Use for written or recorded evidence of speeches and similar presentations delivered by the Secretary of State and/or Deputy Secretary of State. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1656.1102.72</b> <b>Press releases</b> Public Access: <i>General</i></p>	<p>Use for official or authoritative statements distributed to the press that relate to the administration of the Office of Secretary of State and its divisions and/or the formulation or development of policy.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives</p>

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<p><b>SRS-1656.1102.73</b>  <b>Procedures</b>  Public Access: <i>General</i></p>	<p>Use for sets of substantive instructions or procedures that govern the administration of the Office of Secretary of State and its divisions. Does not include rules adopted pursuant to the Administrative Procedure Act.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.74</b>  <b>Publications</b>  Public Access: <i>General</i></p>	<p>Use for all formal publications produced and published by the Office of Secretary of State that relate to the administration of the Office and its divisions and/or the formulation or development of policy. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.144</b>  <b>Reports</b>  Public Access: <i>General</i></p>	<p>Use for annual and similar reports documenting activities and accomplishments of the Office of Secretary of State and its divisions. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Archives</p>
<p><b>SRS-1656.1102.116</b>  <b>Studies</b>  Public Access: <i>General</i></p>	<p>Use for studies conducted by or for the Office of Secretary of State and its divisions that relate to the administration of the Office and its divisions 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>
<p><b>SRS-1656.1102.104</b>  <b>Worksheets</b>  Public Access: <i>General</i></p>	<p>Use for legislative worksheets, and other forms and worksheets used to prepare information for an official statement or response by the Office of Secretary of State and its divisions. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 0 Year(s)  THEN: Archives</p>

***SRS-1656.1102 was approved by the Vermont State Archivist on 3/13/2020.***



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-2088.1109: Amusement Ride Registrations**

*SRS-2088.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registration of amusement rides operating in the State.*

**Classification:** Amusement rides (Registering)

**Retention:** Retain amusement ride certificates and registrations until the certificate of operation expires, plus one (1) year, then destroy.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received during the registration process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2088.1109 (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-2088.1109.21</b> <b>Certificates</b> Public Access: <i>General</i>	Use for certificates and similar statements of qualifications issued by the Secretary of State that serve as verification that conditions or requirements for registering an amusement ride have been met. Includes certificates of operation and significant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-2088.1109.81</b> <b>Registers</b> Public Access: <i>General</i>	Use for registers, databases and similar systems that provide for the systematic and regular recording of registering amusement rides.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-2088.1109.167</b> <b>Registrations</b> Public Access: <i>General</i>	Use for documents submitted to the Secretary of State to officially register amusement rides. Includes certificates of liability insurance and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 1 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-2088.1109.144**

**Reports**

Public Access: *General*

Use for reports and similar narrative statements submitted to the Secretary of State by amusement ride operators. Includes safety inspection records.

Temporary (Legal)

RETAIN UNTIL: Completed/Closed

PLUS: 1 Year(s)

THEN: Destroy (General)

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*SRS-2088.1109 was approved by the Vermont State Archivist on 10/23/2024.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1498.1109: Assumed Name, Foreign (Non-Vermont) Business Entity General Partnership, and Unincorporated Nonprofit Association Registration**

*SRS-1498.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registration of persons doing business in Vermont under a name other than their own name; and foreign (non-Vermont) business entities formed under the laws of and legally domiciled in a jurisdiction other than Vermont. For records related to the incorporation of Vermont businesses, use SRS-1498.1152 (Vermont Entity Formation Records).*

**Classification:** Businesses (Registering)

**Retention:** Retain certificates and declarations until the life of the asset ends, plus six (6) years, then destroy. Life of asset ends means the foreign business entity's authority to do business in the State of Vermont formally ends through cancellation, dissolution, or withdrawal.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

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 registering process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1498.1109 (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-1498.1109.8</b> <b>Applications</b> Public Access: <i>General</i>	Use for applications submitted to the Secretary of State to register foreign business names. Includes notices of name registration transfer and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1498.1109.21</b> <b>Certificates</b> Public Access: <i>General</i>	Use for certificates and similar statements of qualifications issued by the Secretary of State that serve as verification that conditions or requirements for registering a foreign business entity in Vermont have been met. Includes certificates of authority, certificates of registration, initiating requests and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1498.1109.32</b> <b>Declarations</b> Public Access: <i>General</i></p>	<p>Use for formal statements filed with the Secretary of State to register a foreign business entity in this state. Includes statements of partnership authority, foreign qualifications, amendments, cancellations or dissolutions, withdrawals, initiating requests, and significant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1109.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements required by law related to foreign business entities. Includes notices regarding changes to registered office or agent, notices of cancellation, notices of annual reports due and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1109.63</b> <b>Orders</b> Public Access: <i>General</i></p>	<p>Use for orders issued by a court. Includes orders of reinstatement.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1109.81</b> <b>Registers</b> Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of foreign business entities, assumed names, general partnerships, and unincorporated nonprofit associations registered to do business in the State of Vermont.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p><b>SRS-1498.1109.144</b> <b>Reports</b> Public Access: <i>General</i></p>	<p>Use for reports and similar narrative statements submitted to the Secretary of State by foreign business entities. Includes annual and biennial reports. For reports that have significant administrative value, and the final report for business that have been dissolved, use "Declarations."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1109.95</b> <b>Summonses</b> Public Access: <i>General</i></p>	<p>Use for recorded evidence associated with service of process made upon the Secretary of State as an agent for a foreign business entity that has failed to appoint or maintain a registered agent. Includes significant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)</p>

**SRS-1498.1109 was approved by the Vermont State Archivist on 6/7/2011.**

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1656.1012: Budgeting Records**

*SRS-1656.1012: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the planning, coordination, and allocation of financial resources and expenditures of the Office of Secretary of State.*

**Classification:** State Office: Secretary of State (Budgeting)

**Retention:** 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 three (3) years, then destroyed, unless they have significant administrative value. Budgets and reports with significant administrative value shall be retained permanently in accordance with Reports in SRS-1656.1102 (Secretary of State's Administrative Policy Records).

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received by the Office of Secretary of State may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1656.1012 (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-1656.1012.17</b> <b>Budgets</b> Public Access: <i>General</i>	Use for the official estimated or intended expenditures of the Office of Secretary of State 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-1656.1102 (Secretary of State's Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Fiscal Year Ends PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1656.1012.50</b> <b>Notices, Legal</b> Public Access: <i>General</i>	Use for formal warnings and notices associated with meetings and/or votes on budget matters.	Temporary (Legal)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1656.1012.69</b> <b>Plans (reports)</b> Public Access: <i>General</i>	Use for cost allocation plans, which, if associated with revenues obtained from federal grants, must be retained in accordance with the federal Common Rule.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

**SRS-1656.1012.144**

**Reports**

Public Access: *General*

Use for 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. For reports that have significant administrative value, retain permanently and use the retention requirements for Reports in SRS-1656.1102 (Secretary of State's Administrative Policy Records).

Temporary (Administrative)

RETAIN UNTIL: Fiscal Year Ends

PLUS: 3 Year(s)

THEN: Destroy (General)

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*SRS-1656.1012 was approved by the Vermont State Archivist on 5/19/2021.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1501.1108: Business Name Dispute Records**

*SRS-1501.1108: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the hearing and settling of claims in business name hearings.*

**Classification:** Business names (Adjudicating)

**Retention:** Retain decisions related to a business name dispute until the matter is completed/closed, plus three (3) years, and then destroy.

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 business name dispute process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1501.1108 (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-1501.1108.133</b> <b>Decisions</b> Public Access: <i>General</i>	Use for the final decision, order or ruling issued by the Secretary of State related to a business name hearing. Includes agreements, opinions and substantive correspondence.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1501.1108.50</b> <b>Notices, Legal</b> Public Access: <i>General</i>	Use for official, written statements, notices, or announcements required by law. Includes hearing notices and notices declining to register business names.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1501.1108.139</b> <b>Requests</b> Public Access: <i>General</i>	Use for written requests submitted to the Secretary of State related to a business name hearing. Includes requests for business name determinations.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1501.1108.36</b> <b>Supporting material</b> Public Access: <i>General</i>	Use for supplemental records, not otherwise specified in this schedule, created or received during a business name hearing. Includes evidence, pleadings, and supporting material submitted by persons, partnerships, and associations.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)

*SRS-1501.1108 was approved by the Vermont State Archivist on 6/7/2011.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1656.1126: Contract Files**

*SRS-1656.1126: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the formal agreements, including contracts and leases, entered into by the Office of Secretary of State in order to secure goods and services.*

**Classification:** State Office: Secretary of State (Contracting)

**Retention:** Retain all records as specified in this schedule with the exception of transitory records.

Transitory records created or received by the Office of Secretary of State may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1656.1126 (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-1656.1126.141</b> <b>Authorizations</b> Public Access: <i>General</i>	Use for written approvals, including all permissions required under Bulletin 3.5.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1656.1126.149</b> <b>Bids</b> Public Access: <i>General</i>	Use for bids, proposals, and quotes received by the Office of Secretary of State in response to a request for proposal.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1656.1126.21</b> <b>Certificates</b> Public Access: <i>General</i>	Use for certificates and similar statements of qualifications related to Office of Secretary of State contracts, including Form AA-14: Contract Summary and Certification Form.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1656.1126.26</b> <b>Contracts</b> Public Access: <i>General</i>	Use for signed original contracts and all amendments.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)



## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p><b>SRS-1656.1126.53</b>  <b>Correspondence (Substantive)</b>  Public Access: <i>General</i></p>	<p>Use for correspondence that has significant administrative value and/or supports Office of Secretary of State decisions related to the award or administration of contracts.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1126.133</b>  <b>Decisions</b>  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: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1126.32</b>  <b>Declarations</b>  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><b>SRS-1656.1126.55</b>  <b>Lists</b>  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><b>SRS-1656.1126.50</b>  <b>Notices, Legal</b>  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 an Office of Secretary of State decision.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1126.62</b>  <b>Opinions</b>  Public Access: <i>General</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 (General)</p>
<p><b>SRS-1656.1126.69</b>  <b>Plans (reports)</b>  Public Access: <i>General</i></p>	<p>Where applicable, 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>
<p><b>SRS-1656.1126.81</b>  <b>Registers</b>  Public Access: <i>General</i></p>	<p>Use for formal lists of pre-qualified vendors.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1656.1126.83</b>  <b>Requests for proposals</b>  Public Access: <i>Redact</i></p>	<p>Use for all bid documents associated with the Request for Proposal package, including, but not limited to, cover pages, agency descriptions, statements of work, requirements, etc. Includes any changes or clarifications following a pre-bid conference.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1656.1126.150</b>  <b>Waivers</b>  Public Access: <i>General</i></p>	<p>Where applicable, 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.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1126.104</b>  <b>Worksheets</b>  Public Access: <i>General</i></p>	<p>Use for recorded evidence supporting an Office of Secretary of State decision, such as worksheets used ranking each bidder's qualifications.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

*SRS-1656.1126 was approved by the Vermont State Archivist on 5/19/2021.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1690.1103: Managing General Elections**

*SRS-1690.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing the general election held on the first Tuesday after the first Monday in November, in even-numbered years.*

**Classification:** General elections (Managing)

**Retention:** Retain final vote returns permanently.

Retain checklists a minimum of five (5) years after the general election is completed, then destroy by recycling.

Retain early and absentee voter applications, ballots, lists, and vote calculation worksheets until expired, then recycle. The expiration date is 22 months after the general election is complete.

Retain voter petitions until expired, then destroy by recycling. Petitions expire 30 days after the general election is complete.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

All other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of managing a general election may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1690.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1690.1103.8</b> <b>Applications</b> Public Access: <i>General</i>	Use for written applications for an early or absentee voter ballot. Applications for general elections expire 22 months after the election is completed.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1690.1103.129</b> <b>Ballots</b> Public Access: <i>General</i>	Use for pre-printed Australian ballots used to cast a vote. Includes voting instructions provided with ballot, spoiled, and sample ballots, and signed ballot envelopes. Ballots for general elections expire 22 months after the election is completed. For unused ballots, use the retention requirements for Blanks in SRS-1656.1000 (Secretary of State's Transitory Records).	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1690.1103.21</b> <b>Certificates</b> Public Access: <i>General</i></p>	<p>Use for declarations by voters that they have met voter eligibility requirements. Includes affidavits and court orders allowing individuals to vote.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 2 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1690.1103.22</b> <b>Checklists</b> Public Access: <i>General</i></p>	<p>Use for voter checklists printed for the election. Includes master, district, entrance and exit checklists. For posted copies of the voter checklist, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1690.1103.55</b> <b>Lists</b> Public Access: <i>General</i></p>	<p>Use for lists of voters requesting delivery of early or absentee ballots. Lists for general elections expire 22 months after the election is completed. For lists of voters used by Justices of the Peace to deliver ballots, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1690.1103.145</b> <b>Logs</b> Public Access: <i>General</i></p>	<p>Use for written or recorded information, including standby and non-incident 24-hour video surveillance of ballot drop boxes.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1690.1103.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law. Includes warnings of elections and referrals to the Attorney General.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1690.1103.67</b> <b>Petitions</b> Public Access: <i>General</i></p>	<p>Use for petitions to nominate candidates and bring public questions before voters. Petitions expire 30 days after the general election is completed.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1690.1103.81</b> <b>Registers</b> Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of managing a general election.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p><b>SRS-1690.1103.151</b> <b>Returns</b> Public Access: <i>General</i></p>	<p>Use for official grand total of vote counts or official return of votes. Includes canvassing committee certificates.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1690.1103.104**

**Worksheets**

Public Access: *General*

Use for tally and summary sheets used to prepare or update vote calculations. Worksheets for general elections expire 22 months after the election is completed.

Temporary (Legal)

RETAIN UNTIL: Expired

PLUS: 0 Year(s)

THEN: Destroy (General)

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*SRS-1690.1103 was approved by the Vermont State Archivist on 2/6/2024.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1348.1103: Managing Local Elections**

*SRS-1348.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing any election which deals with the selection of persons to fill public office or the settling of public questions solely within a single municipality or in several municipalities, in which the municipalities must unanimously concur if the question is to be approved. Includes special elections. The election of a representative to the General Assembly is not a "local election."*

**Classification:** Local elections (Managing)

**Retention:** Retain final vote returns permanently.

Retain checklists a minimum of five (5) years after the local election is completed, then destroy by recycling.

Retain early and absentee voter applications, ballots, early and absentee voter lists, and vote calculation worksheets until expired, then recycle. Applications, ballots, lists, and worksheets expire 90 days after the local election is completed.

Retain voter petitions until expired, then destroy by recycling. Petitions expire 30 days after the local election for which they were used is completed.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

All other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of managing a local election may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1348.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1348.1103.8</b> <b>Applications</b> Public Access: <i>General</i>	Use for written applications for an early or absentee voter ballot. Applications for local elections expire 90 days after the election is completed. For joint applications for early or absentee voter ballots in local and general elections, use the retention requirements for Applications in SRS-1690.1103 (Managing General Elections).	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p><b>SRS-1348.1103.129</b> <b>Ballots</b> Public Access: <i>General</i></p>	<p>Use for pre-printed Australian ballots, sheets of paper or other devices used to cast a vote. Includes voting instructions provided with ballot, spoiled, and sample ballots, and signed ballot envelopes. Ballots for local elections expire 90 days after the election is completed. For unused ballots, use the retention requirements for Blanks in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1348.1103.21</b> <b>Certificates</b> Public Access: <i>General</i></p>	<p>Use for declarations by voters that they have met voter eligibility requirements. Includes affidavits and court orders allowing individuals to vote.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 2 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1348.1103.22</b> <b>Checklists</b> Public Access: <i>General</i></p>	<p>Use for voter checklists printed for the election. Includes master, district, entrance and exit checklists. For posted copies of the voter checklist, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1348.1103.55</b> <b>Lists</b> Public Access: <i>General</i></p>	<p>Use for lists of voters requesting delivery of early or absentee ballots. Lists for local elections expire 90 days after the election is completed. For lists of voters used by Justices of the Peace to deliver ballots, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1348.1103.145</b> <b>Logs</b> Public Access: <i>General</i></p>	<p>Use for written or recorded information, including standby and non-incident 24-hour video surveillance of ballot drop boxes.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1348.1103.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law. Includes warnings of elections. For elections that occur at municipal meetings the original meeting warning shall be recorded with the clerk before being posted.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1348.1103.67</b> <b>Petitions</b> Public Access: <i>General</i></p>	<p>Use for petitions to nominate candidates and bring public questions before voters. Petitions expire 30 days after the local election is completed.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1348.1103.81</b>  <b>Registers</b>                  Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of managing local elections.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded                  PLUS: 0 Year(s)                  THEN: Confirm</p>
<p><b>SRS-1348.1103.151</b>  <b>Returns</b>                  Public Access: <i>General</i></p>	<p>Use for official grand total of vote counts or official return of votes. Includes charter change returns and canvassing committee certificates.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed                  PLUS: 0 Year(s)                  THEN: Archives</p>
<p><b>SRS-1348.1103.104</b>  <b>Worksheets</b>                  Public Access: <i>General</i></p>	<p>Use for tally and summary sheets used to prepare or update vote calculations. Worksheets for local elections expire 90 days after the election is completed.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired                  PLUS: 0 Year(s)                  THEN: Destroy (General)</p>

*SRS-1348.1103 was approved by the Vermont State Archivist on 2/6/2024.*



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1689.1103: Managing Primary Elections**

*SRS-1689.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing any election which precedes a general or special election, for the purpose of permitting political parties to nominate, from among all of the candidates for any office, only that number of candidates equal to the number of persons to be elected to that office at the succeeding general or special election.*

**Classification:** Primaries (Managing)

**Retention:** Retain final vote returns permanently.

Retain checklists a minimum of five (5) years after the primary election is completed, then destroy by recycling.

Retain early and absentee voter applications, ballots, lists, and vote calculation worksheets until expired, then recycle. Applications, ballots, lists, and worksheets expire 22 months after the primary election is complete.

Retain voter petitions until expired, then destroy by recycling. Petitions expire 30 days after the general election for which they were used is completed.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

All other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of managing primaries may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1689.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1689.1103.8</b> <b>Applications</b> Public Access: <i>General</i>	Use for written applications for an early or absentee voter ballot. Applications for primaries expire 22 months after the election is completed.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1689.1103.129</b> <b>Ballots</b> Public Access: <i>General</i></p>	<p>Use for pre-printed Australian ballots used to cast a vote. Includes voting instructions provided with ballot, spoiled, and sample ballots, and signed ballot envelopes. Ballots for primaries expire 22 months after the election is completed. For unused and unvoted ballots, use the retention requirements for Blanks in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1689.1103.21</b> <b>Certificates</b> Public Access: <i>General</i></p>	<p>Use for declarations by voters that they have met voter eligibility requirements. Includes affidavits and court orders allowing individuals to vote.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 2 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1689.1103.22</b> <b>Checklists</b> Public Access: <i>General</i></p>	<p>Use for voter checklists printed for the election. Includes master, district, entrance and exit checklists. For posted copies of the voter checklist, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1689.1103.55</b> <b>Lists</b> Public Access: <i>General</i></p>	<p>Use for lists of voters requesting delivery of early or absentee ballots. Lists for primaries expire 22 months after the election is completed. For lists of voters used by Justices of the Peace to deliver ballots, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1689.1103.145</b> <b>Logs</b> Public Access: <i>General</i></p>	<p>Use for written or recorded information, including standby and non-incident 24-hour video surveillance of ballot drop boxes.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1689.1103.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law. Includes warning of elections and referrals to the Attorney General.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1689.1103.67</b> <b>Petitions</b> Public Access: <i>General</i></p>	<p>Use for petitions to nominate candidates and bring public questions before voters. Petitions expire 30 days after the general election is completed.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1689.1103.81</b>  <b>Registers</b>                  Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of managing primaries.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded                  PLUS: 0 Year(s)                  THEN: Confirm</p>
<p><b>SRS-1689.1103.151</b>  <b>Returns</b>                  Public Access: <i>General</i></p>	<p>Use for official grand total of vote counts or official return of votes. Includes canvassing committee certificates.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed                  PLUS: 0 Year(s)                  THEN: Archives</p>
<p><b>SRS-1689.1103.104</b>  <b>Worksheets</b>                  Public Access: <i>General</i></p>	<p>Use for tally and summary sheets used to prepare or update vote calculations. Worksheets for primaries expire 22 months after the election is completed.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired                  PLUS: 0 Year(s)                  THEN: Destroy (General)</p>

*SRS-1689.1103 was approved by the Vermont State Archivist on 2/6/2024.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1656.1103: Operational/Managerial Records**

*SRS-1656.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing the day-to-day operations of the Office of Secretary of State and its divisions such as internal workflows and processes.*

**Classification:** State Office: Secretary of State (Managing)

**Retention:** Operational/managerial records shall be retained by the Office of Secretary of State and its divisions as specified in this schedule with the exception of transitory records. Transitory records created or received by the Office of Secretary of State may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1656.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1656.1103.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for informal agreements concerning the day-to-day operations of the Office of Secretary of State and its divisions such as internal agreements related to workflows and processes. Includes relevant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1656.1103.19</b> <b>Calendars</b> Public Access: <i>General</i>	Use for staff calendars schedules of meetings and related events. For the calendars of the Secretary of State, Deputy Secretary of State, Office of Professional Regulation Director, and State Archivist, use the retention requirements for Calendars in SRS-1656.1102 (Secretary of State's Administrative Policy Records).	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1656.1103.145</b> <b>Logs</b> Public Access: <i>General</i>	Use for records documenting or tracking performance or use of equipment, space, or information for internal control of the Office of Secretary of State and its divisions.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1656.1103.69</b> <b>Plans (reports)</b> Public Access: <i>General</i>	Use for planning documents related to managing the day-to-day operations of the Office of Secretary of State and its divisions 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><b>SRS-1656.1103.73</b>  <b>Procedures</b>  Public Access: <i>General</i></p>	<p>Use for sets of instructions related to managing the day-to-day operations of the Office of Secretary of State and its divisions such as internal workflows and processes.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1103.144</b>  <b>Reports</b>  Public Access: <i>General</i></p>	<p>Use for internal reports, including statistical reports, that are used to communicate and/or document general day-to-day operation of the Office of Secretary of State and its divisions, such as internal workflows and processes. Includes relevant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1103.116</b>  <b>Studies</b>  Public Access: <i>General</i></p>	<p>Use for studies and other evaluations conducted by or for an agency or program that relate to general management, internal workflows and processes of the Office of Secretary of State and its divisions. Includes significant supporting material, including meeting minutes and substantive correspondence.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

*SRS-1656.1103 was approved by the Vermont State Archivist on 3/13/2020.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1573.1107: Safe at Home Records**

*SRS-1573.1107: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the certification of applicants as participants in the State of Vermont's address confidentiality program. For records related to the administration of the address confidentiality program, use SRS-1652.1102 (Secretary of State's Administrative Policy Records).*

**Classification:** Substitute addresses (Certifying)

**Retention:** Retain applications and decisions until program participation is completed/closed plus four (4) years, then destroy by shredding. Program participation is completed/closed when a determination to approve or deny an application is made.

Retain logs of program participants until superseded, then destroy by shredding.

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 certification process may be weeded as appropriate in accordance with SRS-1652.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1573.1107 (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-1573.1107.8</b> <b>Applications</b> Public Access: <i>Redact</i>	Use for applications submitted to the Secretary of State to designate an address as the person's address or the address of the minor or incapacitated person. Includes renewal certificates.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)
<b>SRS-1573.1107.141</b> <b>Authorizations</b> Public Access: <i>General</i>	Use for written permissions required by law from the Secretary of State designating application assistants.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1573.1107.133</b> <b>Decisions</b> Public Access: <i>Redact</i>	Use for written decisions issued by the Secretary of State certifying the applicant as a program participant. Includes decisions to deny or cancel a program participant's certification and authorization cards.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1573.1107.145</b> <b>Logs</b> Public Access: <i>Redact</i></p>	<p>Use for logs and similar documents used to record program participant addresses. Includes significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1573.1107.50</b> <b>Notices, Legal</b> Public Access: <i>Redact</i></p>	<p>Use for official, written statements, notices, or announcements required by law related to program participation.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1573.1107.150</b> <b>Waivers</b> Public Access: <i>Redact</i></p>	<p>Use for written evidence of waivers granted or denied by the Secretary of State to allow state and local agencies to have knowledge or use of a program participants actual address. Includes requests for waivers.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (Shred)</p>

*SRS-1573.1107 was approved by the Vermont State Archivist on 5/19/2021.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1886.1109: Temporary Officiant Records**

*SRS-1886.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registration of temporary officiants authorized to solemnize marriages.*

**Classification:** Temporary officiants (Registering)

**Retention:** Retain all records listed on this schedule, except for registers, until after the marriage ceremony has taken place and the records are administratively obsolete, then destroy.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

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 registration process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1886.1109 (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-1886.1109.141</b> <b>Authorizations</b> Public Access: <i>General</i>	Use for written permissions required by law from the Secretary of State granting temporary authority to solemnize a marriage.	Temporary (Legal)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1886.1109.81</b> <b>Registers</b> Public Access: <i>General</i>	Use for registers, databases and similar systems that provide for the systematic and regular recording of temporary officiants authorized to solemnize marriages.	Conditional Archival	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
<b>SRS-1886.1109.167</b> <b>Registrations</b> Public Access: <i>General</i>	Use for documents submitted to the Secretary of State to officially register as a temporary officiant.	Temporary (Legal)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

*SRS-1886.1109 was approved by the Vermont State Archivist on 6/27/2024.*



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1502.1109: Trademarks**

*SRS-1502.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registration of any word, name, symbol or device or any combination thereof adopted and used in the State of Vermont.*

**Classification:** Trademarks (Registering)

**Retention:** Registrations are archival records and shall be retained permanently.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

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 registration process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1502.1109 (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-1502.1109.50</b> <b>Notices, Legal</b> Public Access: <i>General</i>	Use for official, written statements, notices, or announcements required by law related to registering trademarks. Includes renewal notices and trademark rejection notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1502.1109.81</b> <b>Registers</b> Public Access: <i>General</i>	Use for registers, databases and similar systems that provide for the systematic and regular recording of trademarks.	Conditional Archival	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
<b>SRS-1502.1109.167</b> <b>Registrations</b> Public Access: <i>General</i>	Use for documents submitted to the Secretary of State to officially register trademarks. Includes applications for renewal, written trademark assignments and substantive correspondence.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives

*SRS-1502.1109 was approved by the Vermont State Archivist on 6/7/2011.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1656.1000: Transitory Records**

*SRS-1656.1000: This schedule is reserved for records that are created and received in the course of business by the Office of Secretary of State and its divisions and boards that are transitory in nature meaning that they are: (1) 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 Office: Secretary of State (GENERAL)

**Retention:** Transitory records shall be retained by the Office of Secretary of State and its divisions and boards as specified in this schedule and in accordance with the Office of Secretary of State Records and Information Management Policy.

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1656.1000 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1656.1000.187</b> <b>Blanks</b> Public Access: <i>General</i>	Use for stocks of blank forms that have no marks, have not been filled in, and have not been written or printed on.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1656.1000.28</b> <b>Correspondence (Routine)</b> Public Access: <i>General</i>	Use for any correspondence, including electronic messages, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1656.1000.37</b> <b>Drafts</b> Public Access: <i>General</i>	Use for preliminary or tentative versions of a document. Drafts that are acted upon or put into practice must be retained according to their intended record type (i.e. policies) using the retention requirements specified in the record schedule on which that intended record type is listed.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1656.1000.60</b> <b>Notes</b> Public Access: <i>General</i>	Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1656.1000.74</b>  <b>Publications</b>  Public Access: <i>General</i></p>	<p>Use for reproduced or published material received from other offices which require no action and are not required for documentary purposes. Includes catalogues, trade journals, other publications or papers received which require no action and are not part of a case upon which action is being taken or will be taken.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1000.80</b>  <b>Reference sources</b>  Public Access: <i>General</i></p>	<p>Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1000.139</b>  <b>Requests</b>  Public Access: <i>General</i></p>	<p>Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1656.1000.104</b>  <b>Worksheets</b>  Public Access: <i>General</i></p>	<p>Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>

**SRS-1656.1000 was approved by the Vermont State Archivist on 3/13/2020.**

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1500.1077: Uniform Commercial Code (UCC) Filings**

*SRS-1500.1077: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the recording of liens created by agreement.*

**Classification:** Security interests (Recording)

**Retention:** Retain financing statements, including addendums, amendments, and similar records until expired plus one (1) year, then destroy. Expired means financing statements have lapsed and any termination statements have been filed.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

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 recording process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1500.1077 (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-1500.1077.32</b> <b>Declarations</b> Public Access: <i>General</i>	Use for formal statements recorded with the Secretary of State to perfect security interests. Includes Uniform Commercial Code (UCC) financing statements, addenda, amendments, corrections, termination statements and supporting materials.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1500.1077.81</b> <b>Registers</b> Public Access: <i>General</i>	Use for registers, databases and similar systems that provide for the systematic and regular recording of Uniform Commercial Code (UCC) filings.	Conditional Archival	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
<b>SRS-1500.1077.139</b> <b>Requests</b> Public Access: <i>General</i>	Use for Uniform Commercial Code (UCC) search requests submitted to the Secretary of State. Includes supporting material and reports generated to fulfill the request.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)

*SRS-1500.1077 was approved by the Vermont State Archivist on 6/7/2011.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1498.1152: Vermont Entity Formation Records**

*SRS-1498.1152: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the creation and recognition of business entities that are formed under the laws of and legally domiciled in Vermont including, but not limited to, limited liability companies, profit corporations, and nonprofit corporations. For records related to the registration of foreign (non-Vermont) business entities and trade names, use SRS-1498.1109 (Assumed Name, Foreign (Non-Vermont) Business Entity General Partnership, and Unincorporated Nonprofit Association Registration).*

**Classification:** Businesses (Incorporating)

**Retention:** Retain certificates, declarations, and orders until the life of the asset ends, plus six (6) years, then destroy. Life of asset ends means the business entity is formally dissolved, terminated, or canceled.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

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 incorporation process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1498.1152 (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-1498.1152.8</b> <b>Applications</b> Public Access: <i>General</i>	Use for applications submitted to the Secretary of State to reserve a specified business name.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1498.1152.21</b> <b>Certificates</b> Public Access: <i>General</i>	Use for certificates and similar statements of qualifications issued by the Secretary of State that serve as verification that conditions or requirements for forming a Vermont business entity have been met. Includes initiating requests and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1498.1152.32</b> <b>Declarations</b> Public Access: <i>General</i></p>	<p>Use for formal statements filed with the Secretary of State to incorporate or dissolve a business entity. Includes articles, certificates, and declarations, amendments, restatements, reinstatements, or corrections made to the original articles, and dissolutions, terminations, or cancellations, substantive correspondence, and relevant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1152.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements required by law related to Vermont business entities. Includes notices regarding changes to address and agent and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1152.63</b> <b>Orders</b> Public Access: <i>General</i></p>	<p>Use for orders issued by a court. Includes decrees of dissolution and orders of reinstatement.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1152.81</b> <b>Registers</b> Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of incorporating business entities.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p><b>SRS-1498.1152.144</b> <b>Reports</b> Public Access: <i>General</i></p>	<p>Use for reports and similar narrative statements submitted to the Secretary of State by Vermont business entities. Includes annual and biennial reports. For reports that have significant administrative value, and the final report for businesses that have been dissolved, use the retention requirements for Declarations.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1152.95</b> <b>Summonses</b> Public Access: <i>General</i></p>	<p>Use for recorded evidence associated with service of process made upon the Secretary of State as an agent for a business entity that has failed to appoint or maintain a registered agent.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1498.1152.36</b> <b>Supporting material</b> Public Access: <i>General</i></p>	<p>Use for supplemental records, not otherwise specified in this schedule, created or received during the formation of Vermont business entities.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>

**SRS-1498.1152** was approved by the Vermont State Archivist on 6/7/2011.

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1319.1109: Voter Registration Records**

*SRS-1319.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registering of persons qualified to vote in an election in this State or a political subdivision of this State.*

**Classification:** Voters (Registering)

**Retention:** Applications and decisions to decline to register to vote shall be retained until the general election for which they were used is complete or the decision to decline is received, plus four (4) years, then destroyed.

For minutes of public meetings related to voter registration use the retention requirements for Minutes in GRS-1000.1102 (Administrative Policy) and retain permanently.

Registers shall be retained until superseded with all required data types and data elements documented to ensure proper retention and preservation actions. Documentation shall also contain non-required data types and data elements, which shall be reviewed for continuing value prior to any data migrations relating to registers.

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 registration process may be weeded as appropriate in accordance with SRS-1656.1000 (Secretary of State's Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1319.1109 (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-1319.1109.8</b> <b>Applications</b> Public Access: <i>Exempt</i>	Use for completed voter registration applications and oaths or affirmations. Includes written notices of intent to apply and applications submitted by or through the Department of Motor Vehicles or voter registration agencies on which individuals declined to register.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (Shred)
<b>SRS-1319.1109.133</b> <b>Decisions</b> Public Access: <i>General</i>	Use for written decisions related to voter registration. Includes town clerk's and the Board of Civil Authority's voter renewal decisions. For decisions on voter registration that are in formal written minutes of the Board of Civil Authority, use the retention requirements for Minutes in GRS-1000.1102 (Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 2 Year(s) THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1319.1109.50</b>  <b>Notices, Legal</b>  Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements required by law related to registering voters. Includes proof of challenge letters, certificates of service and certified mail receipts.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 4 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1319.1109.81</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 registering voters. Includes the statewide voter checklist system. For working or printed copies of the checklist, use the retention requirements for Reference Sources in SRS-1656.1000 (Secretary of State's Transitory Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 2 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1319.1109.139</b>  <b>Requests</b>  Public Access: <i>General</i></p>	<p>Use for written requests filed by voters to have their names stricken from the statewide voter checklist and challenge response post cards or letters.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 2 Year(s)  THEN: Destroy (General)</p>

*SRS-1319.1109 was approved by the Vermont State Archivist on 12/11/2017.*



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

<b>SRS-1656.1002: Accounting Records</b>		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	No
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
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. § 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
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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>32 V.S.A. § 508</b>	Receipts given by state officers	No
<b>32 V.S.A. § 588</b>	Special funds; organization and management	No
<b>32 V.S.A. § 706</b>	Transfer of appropriations	No
<b>Bulletin 3.3, Agency of Administration</b>	Delegation of authority for signing documents	No
<b>VISION Procedure #1</b>	VISION asset management procedure	No
<b>VISION Procedure #2</b>	VISION records retention procedure	No
<b>VISION Procedure #5</b>	Petty cash procedure	No
<b>VISION Procedure #7</b>	VISION general ledger transfers procedure	No

**SRS-1656.1102: Administrative Policy Records**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	No
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>2 CFR 200</b>	Uniform administrative requirements, cost principles, and audit requirements for federal awards	Yes
<b>26 V.S.A. § 3106</b>	Director of the Office of Professional Regulation; annual report	No
<b>3 V.S.A. § 101</b>	Commission; office [related to Secretary of State]	No
<b>3 V.S.A. § 102</b>	Seal [related to secretary of state]	No
<b>3 V.S.A. § 102a</b>	Facsimile signature of secretary of state	No
<b>3 V.S.A. § 112</b>	Statements and communications to general assembly	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>3 V.S.A. § 117</b>	Vermont State Archives and Records Administration	No
<b>3 V.S.A. § 122</b>	Office of Professional Regulation	No
<b>3 V.S.A. § 123</b>	Duties of office [related to professional regulation]	No
<b>3 V.S.A. § 127</b>	Unauthorized practice [related to professional regulation]	No
<b>3 V.S.A. § 129a</b>	Unprofessional conduct [related to professional regulation]	No
<b>3 V.S.A. § 129b</b>	Board member and advisor appointments	No

**SRS-2088.1109: Amusement Ride Registrations** *Review for Exemption?*

<b>31 V.S.A. § 722</b>	Certificate of operation [related to amusement rides]	No
<b>31 V.S.A. § 723a</b>	Safety inspections [related to amusement rides]	No

**SRS-1498.1109: Assumed Name, Foreign (Non-Vermont) Business Entity General Partnership, and Unincorporated Nonprofit Association Registration** *Review for Exemption?*

<b>11 V.S.A. § 1621</b>	Registration of business name by persons, partnerships, and associations	No
<b>11 V.S.A. § 1621a</b>	Reserved name [related to registration of business entities]	No
<b>11 V.S.A. § 1623</b>	Registration of business name by persons, partnerships, and associations	No
<b>11 V.S.A. § 1628</b>	Certificate of cessation of business or change of business status	No
<b>11 V.S.A. § 1630</b>	Process agent	No
<b>11 V.S.A. § 1631</b>	Vacancy	No
<b>11 V.S.A. § 1633</b>	Secretary of State as process agent	No
<b>11 V.S.A. § 1635</b>	Reregistration [related to registration of business entities]	No
<b>11 V.S.A. § 3205</b>	Execution, filing, and recording of statements [related to partnerships]	No
<b>11 V.S.A. § 3223</b>	Statement of partnership authority	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

11 V.S.A. § 3286	Effect of merger [related to partnerships]	No
11 V.S.A. § 3292	Name [related to limited liability partnerships]	No
11 V.S.A. § 3293	Annual report [related to limited liability partnerships]	No
11 V.S.A. § 3302	Statement of foreign qualification [related to foreign limited liability partnership]	No
11 V.S.A. § 3403	Reservation of name [related to limited partnerships]	No
11 V.S.A. § 3411	Certificate of limited partnership	No
11 V.S.A. § 3412	Amendment to certificate [related to limited partnerships]	No
11 V.S.A. § 3413	Cancellation of certificate [related to limited partnerships]	No
11 V.S.A. § 3414	Execution of certificates [related to limited partnerships]	No
11 V.S.A. § 3415	Execution by judicial act [related to limited partnerships]	No
11 V.S.A. § 3416	Filing in office of Secretary of State [related to limited partnerships]	No
11 V.S.A. § 3418	Scope of notice [related to certificate of limited partnership]	No
11 V.S.A. § 3424	Person erroneously believing himself or herself limited partner	No
11 V.S.A. § 3482	Registration [related to limited partnerships]	No
11 V.S.A. § 3483	Issuance of registration [related to limited partnerships]	No
11 V.S.A. § 3485	Changes and amendments [related to limited partnerships]	No
11 V.S.A. § 3486	Cancellation of registration [related to limited partnerships]	No
11 V.S.A. § 3487	Transaction of business without registration [related to limited partnerships]	No
11 V.S.A. § 4005	Name [related to limited liability companies]	No
11 V.S.A. § 4006	Reserved name [related to limited liability companies]	No
11 V.S.A. § 4007	Designated office and agent [related to limited liability companies]	No



## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

11 V.S.A. § 4008	Change of designated office or agent for service of process [related to limited liability companies]	No
11 V.S.A. § 4009	Resignation of agent for service of process	No
11 V.S.A. § 4010	Service of process [related to limited liability companies]	No
11 V.S.A. § 4033	Annual report for Secretary of State [related to limited liability companies]	No
11 V.S.A. § 4034	Involuntary termination [related to limited liability companies]	No
11 V.S.A. § 4112	Application for certificate of authority [related to limited liability companies]	No
11 V.S.A. § 4113	Activities not constituting transacting business [related to limited liability companies]	No
11 V.S.A. § 4114	Issuance of certificate of authority [related to limited liability companies]	No
11 V.S.A. § 4115	Amended certificate of authority [related to limited liability companies]	No
11 V.S.A. § 4116	Name of foreign limited liability company [related to limited liability companies]	No
11 V.S.A. § 4117	Revocation of certificate of authority [related to limited liability companies]	No
11 V.S.A. § 4119	Effect of failure to obtain certificate of authority [related to limited liability companies]	No
11 V.S.A. § 4151	Effect of merger [related to limited liability companies]	No
11 V.S.A. § 860	Authority to transact business [related to professional corporations]	No
11 V.S.A. § 861	Application for certificate of authority [related to professional corporations]	No
11 V.S.A. § 862	Revocation of certificate of authority [related to professional corporations]	No
11 V.S.A. § 871	Annual report for Secretary of State [related to professional corporations]	No
11A V.S.A. § 15.01	Authority to transact business required [related to foreign corporations]	No
11A V.S.A. § 15.03	Application for certificate of authority [related to foreign corporations]	No
11A V.S.A. § 15.04	Amended certificate of authority [related to foreign corporations]	No
11A V.S.A. § 15.06	Corporate name of foreign corporation	No

### STATE OF VERMONT SPECIFIC RECORD SCHEDULE

11A V.S.A. § 15.08	Change of registered office or registered agent of foreign corporation	No
11A V.S.A. § 15.09	Resignation of registered agent of foreign corporation	No
11A V.S.A. § 15.20	Withdrawal of foreign corporation	No
11A V.S.A. § 15.30	Involuntary termination [related to foreign corporations]	No
11A V.S.A. § 16.22	Annual report for Secretary of State [related to Vermont business corporations]	No
11A V.S.A. § 4.02	Reserved name [related to Vermont business corporations]	No
11A V.S.A. § 4.03	Registered name [related to foreign business corporations]	No
11B V.S.A. § 1.28	Certificate of good standing [related to nonprofit corporations]	No
11B V.S.A. § 15.01	Authority to transact business required [related to foreign corporations]	No
11B V.S.A. § 15.03	Application for certificate of authority [related to foreign corporations]	No
11B V.S.A. § 15.04	Amended certificate of authority [related to foreign corporations]	No
11B V.S.A. § 15.06	Corporate name of foreign corporation	No
11B V.S.A. § 15.08	Change of registered office or registered agent of foreign corporation	No
11B V.S.A. § 15.09	Resignation of registered agent of foreign corporation	No
11B V.S.A. § 15.20	Withdrawal of foreign corporation	No
11B V.S.A. § 15.30	Involuntary termination [related to foreign corporations]	No
11B V.S.A. § 15.32	Appeal from revocation [related to foreign corporations]	No
11B V.S.A. § 16.22	Biennial report for Secretary of State [related to nonprofit corporations]	No
11B V.S.A. § 4.01	Corporate name [related to nonprofit corporations]	No
11B V.S.A. § 4.02	Reserved name [related to nonprofit corporations]	No
11B V.S.A. § 4.03	Registered name [related to nonprofit corporations]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>11B V.S.A. § 5.02</b>	Change of registered office or registered agent [related to nonprofit corporations]	No
<b>11B V.S.A. § 5.03</b>	Resignation of registered agent [related to nonprofit corporations]	No
<b>11C V.S.A. § 111</b>	Name [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 112</b>	Reservation of name [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 118</b>	Change of designated office or agent for service of process [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 119</b>	Resignation of agent for service of process [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 120</b>	Service of process [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1402</b>	Application for certificate of authority [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1404</b>	Issuance of certificate of authority [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1406</b>	Revocation of certificate of authority [related to mutual benefit companies]	No
<b>11C V.S.A. § 1407</b>	Cancellation of certificate of authority; effect of failure to have certificate [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 206</b>	Certificate of good standing or authorization [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 207</b>	Annual report for Secretary of State [related to mutual benefit enterprises]	No
<b>12 V.S.A. § 855</b>	Doing business as appointment of process agent [related to foreign corporations]	No
<b>8 V.S.A. § 3364</b>	Authorization for investment purposes only [related to foreign and alien companies licensing and regulation]	No
<b>8 V.S.A. § 3370</b>	Service of process upon unauthorized insurer by director	No
<b>8 V.S.A. § 3382</b>	Acts which constitute Secretary of State agent for service of process	No
<b>8 V.S.A. § 3383</b>	Service upon the Secretary of State notice to defendant	No
<b>8 V.S.A. § 3431</b>	Merger or consolidation between domestic and foreign insurers-requirements	No
<b>8 V.S.A. § 4248</b>	Registration required [related to service contract companies]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

9 V.S.A. § 2446 Annual registration [related to data brokers] No

**SRS-1656.1012: Budgeting Records** *Review for Exemption?*

2 CFR 200 Uniform administrative requirements, cost principles, and audit requirements for federal awards Yes

3 V.S.A. § 101 Commission; office [related to Secretary of State] No

32 V.S.A. § 301 Department estimate and statement [related to budget] No

32 V.S.A. § 307 Form of budget No

32 V.S.A. § 308 General fund budget stabilization reserve; creation and purpose No

32 V.S.A. § 314 Grant report [related to budget] No

32 V.S.A. § 703 Unexpended appropriations No

**SRS-1501.1108: Business Name Dispute Records** *Review for Exemption?*

11 V.S.A. § 1621 Registration of business name by persons, partnerships, and associations No

11 V.S.A. § 1636 Termination of business name; hearing No

**SRS-1656.1126: Contract Files** *Review for Exemption?*

1 V.S.A. § 315 Statement of policy; short title [related to access to public records] No

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

29 V.S.A. § 161 Requirements on State construction projects No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>3 V.S.A. § 101</b>	Commission; office [related to Secretary of State]	No
<b>3 V.S.A. § 344</b>	Contract administration	No
<b>Bulletin 3.5, Agency of Administration</b>	Procurement and contracting procedures	No

<b>SRS-1690.1103: Managing General Elections</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]	No
<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>17 V.S.A. § 1881a</b>	Senatorial districts; nominations and election	No
<b>17 V.S.A. § 2154</b>	Statewide voter checklist	Yes
<b>17 V.S.A. § 2357</b>	Place of filing petition [related to primary elections]	No
<b>17 V.S.A. § 2359</b>	Notification to Secretary of State [related to nominations]	No
<b>17 V.S.A. § 2360</b>	Preservation of petitions	No
<b>17 V.S.A. § 2362</b>	Primary ballots	No
<b>17 V.S.A. § 2455</b>	Election officials; duties; political party representation	No
<b>17 V.S.A. § 2471</b>	General election ballot	No
<b>17 V.S.A. § 2501</b>	Determining districts [related to conduct of elections]	No
<b>17 V.S.A. § 2508</b>	Campaigning during polling hours; voter access	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

17 V.S.A. § 2521	Warnings and notices [related to conduct of elections]	No
17 V.S.A. § 2522	Sample ballots	No
17 V.S.A. § 2523	Posting at polling place on election day	No
17 V.S.A. § 2531	Application for early voter absentee ballot	No
17 V.S.A. § 2532	Authorized applicants; application form; duplicates [related to conduct of elections]	No
17 V.S.A. § 2533	Notification of invalid application [related to early or absentee voters]	No
17 V.S.A. § 2534	List of early or absentee voters	No
17 V.S.A. § 2535	Form of early voter absentee ballots and envelopes; federal or military requirements	No
17 V.S.A. § 2537	Early or absentee voting in the Town Clerk's office	No
17 V.S.A. § 2538	Delivery of ballots by Justices of the Peace	No
17 V.S.A. § 2540	Instructions to be sent with ballots	No
17 V.S.A. § 2542	Signing certificate [related to early or absentee voters]	No
17 V.S.A. § 2543a	Provision of secure ballot drop boxes	No
17 V.S.A. § 2546	Receipt of ballots by clerk; voter status; opportunity to cure; processing absentee ballots	No
17 V.S.A. § 2548	Voting in person	No
17 V.S.A. § 2549	Use of federal war ballot	No
17 V.S.A. § 2555	Provisional ballot envelopes	No
17 V.S.A. § 2563	Admitting voter	No
17 V.S.A. § 2564	Challenges [related to conduct of elections]	No
17 V.S.A. § 2568	Removing ballots from polling place; replacement and unused ballots	No
17 V.S.A. § 2571	Checking voter's name upon leaving	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>17 V.S.A. § 2583</b>	Official checklist to be tallied; storage of checklist	Yes
<b>17 V.S.A. § 2585</b>	Ballots not to be written upon	No
<b>17 V.S.A. § 2586</b>	Tally sheets; summary sheets; returns	No
<b>17 V.S.A. § 2588</b>	Filing returns [related to conduct of elections]	No
<b>17 V.S.A. § 2590</b>	Securing and storing ballots, tally sheets, and checklists	No
<b>17 V.S.A. § 2591</b>	Return not received	No
<b>17 V.S.A. § 2592</b>	Canvassing committees; canvass of votes in general or special elections	No
<b>17 V.S.A. § 2593</b>	Participation to be entered on statewide checklist by Town Clerk	No
<b>17 V.S.A. § 2602c</b>	Preparation for recount [related to conduct of elections]	No
<b>17 V.S.A. § 2602d</b>	Examination of checklists [related to election recounts]	No
<b>17 V.S.A. § 2602e</b>	Sorting ballots; ballot review; recount of removed ballots by hand	No
<b>17 V.S.A. § 2602f</b>	Recount of remaining ballots by vote tabulator	No
<b>17 V.S.A. § 2602h</b>	Completing the tally [related to election recounts]	No
<b>17 V.S.A. § 2602m</b>	Storage and return of election materials	No
<b>52 U.S.C. § 10101</b>	Voting rights	No
<b>52 U.S.C. § 20302</b>	State responsibilities	No
<b>52 U.S.C. § 20306</b>	Prohibition of refusal of applications on grounds of early submission [related to voting and elections]	No
<b>52 U.S.C. § 20701</b>	Retention and preservation of records and papers by officers of elections; deposit with custodian; penalty for violation	No
<b>52 U.S.C. § 20703</b>	Demand for records or papers by Attorney General or representative; statement of basis and purpose	No
<b>52 U.S.C. § 21081</b>	Voting system standards	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>52 U.S.C. § 21082</b>	Provisional voting and voting information requirements	No
<b>52 U.S.C. § 21083</b>	Computerized statewide voter registration list requirements and requirements for voters who register by mail	Yes
<b>CVR 04-010-001</b>	Rules for the certification and selection of vote tabulators by the Secretary of State; the use of tabulators generally; the use of tabulators in recounts; and the use of tabulators in post-election audits	No

<b>SRS-1348.1103: Managing Local Elections</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]	No
<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>16 V.S.A. § 261</b>	Organization and adjustment of supervisory unions	No
<b>17 V.S.A. § 2154</b>	Statewide voter checklist	Yes
<b>17 V.S.A. § 2359</b>	Notification to Secretary of State [related to nominations]	No
<b>17 V.S.A. § 2362</b>	Primary ballots	No
<b>17 V.S.A. § 2455</b>	Election officials; duties; political party representation	No
<b>17 V.S.A. § 2501</b>	Determining districts [related to conduct of elections]	No
<b>17 V.S.A. § 2508</b>	Campaigning during polling hours; voter access	No
<b>17 V.S.A. § 2521</b>	Warnings and notices [related to conduct of elections]	No
<b>17 V.S.A. § 2522</b>	Sample ballots	No



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>17 V.S.A. § 2523</b>	Posting at polling place on election day	No
<b>17 V.S.A. § 2531</b>	Application for early voter absentee ballot	No
<b>17 V.S.A. § 2532</b>	Authorized applicants; application form; duplicates [related to conduct of elections]	No
<b>17 V.S.A. § 2533</b>	Notification of invalid application [related to early or absentee voters]	No
<b>17 V.S.A. § 2535</b>	Form of early voter absentee ballots and envelopes; federal or military requirements	No
<b>17 V.S.A. § 2537</b>	Early or absentee voting in the Town Clerk's office	No
<b>17 V.S.A. § 2538</b>	Delivery of ballots by Justices of the Peace	No
<b>17 V.S.A. § 2540</b>	Instructions to be sent with ballots	No
<b>17 V.S.A. § 2542</b>	Signing certificate [related to early or absentee voters]	No
<b>17 V.S.A. § 2543a</b>	Provision of secure ballot drop boxes	No
<b>17 V.S.A. § 2546</b>	Receipt of ballots by clerk; voter status; opportunity to cure; processing absentee ballots	No
<b>17 V.S.A. § 2548</b>	Voting in person	No
<b>17 V.S.A. § 2555</b>	Provisional ballot envelopes	No
<b>17 V.S.A. § 2563</b>	Admitting voter	No
<b>17 V.S.A. § 2564</b>	Challenges [related to conduct of elections]	No
<b>17 V.S.A. § 2566</b>	Marking ballots	No
<b>17 V.S.A. § 2568</b>	Removing ballots from polling place; replacement and unused ballots	No
<b>17 V.S.A. § 2571</b>	Checking voter's name upon leaving	No
<b>17 V.S.A. § 2583</b>	Official checklist to be tallied; storage of checklist	Yes
<b>17 V.S.A. § 2585</b>	Ballots not to be written upon	No
<b>17 V.S.A. § 2586</b>	Tally sheets; summary sheets; returns	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>17 V.S.A. § 2588</b>	Filing returns [related to conduct of elections]	No
<b>17 V.S.A. § 2590</b>	Securing and storing ballots, tally sheets, and checklists	No
<b>17 V.S.A. § 2591</b>	Return not received	No
<b>17 V.S.A. § 2592</b>	Canvassing committees; canvass of votes in general or special elections	No
<b>17 V.S.A. § 2593</b>	Participation to be entered on statewide checklist by Town Clerk	No
<b>17 V.S.A. § 2602c</b>	Preparation for recount [related to conduct of elections]	No
<b>17 V.S.A. § 2602d</b>	Examination of checklists [related to election recounts]	No
<b>17 V.S.A. § 2602e</b>	Sorting ballots; ballot review; recount of removed ballots by hand	No
<b>17 V.S.A. § 2602f</b>	Recount of remaining ballots by vote tabulator	No
<b>17 V.S.A. § 2602h</b>	Completing the tally [related to election recounts]	No
<b>17 V.S.A. § 2602m</b>	Storage and return of election materials	No
<b>17 V.S.A. § 2640a</b>	Representative annual meetings [related to local elections]	No
<b>17 V.S.A. § 2642</b>	Warning and notice contents [related to local elections]	No
<b>17 V.S.A. § 2644</b>	Warnings [related to local elections]	No
<b>17 V.S.A. § 2645</b>	Charters; adoption, repeal, or amendment; procedure [related to local elections]	No
<b>17 V.S.A. § 2681</b>	Nominations, petitions [related to local elections]	No
<b>17 V.S.A. § 2681a</b>	Local election ballots	No
<b>17 V.S.A. § 2682</b>	Process of voting; appointments [related to local elections]	No
<b>17 V.S.A. § 2682b</b>	Tie voted for local election	No
<b>CVR 04-010-001</b>	Rules for the certification and selection of vote tabulators by the Secretary of State; the use of tabulators generally; the use of tabulators in recounts; and the use of tabulators in post-election audits	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1689.1103: Managing Primary Elections</b>		<i>Review for Exemption?</i>
<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	No
<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>17 V.S.A. § 1881a</b>	Senatorial districts; nominations and election	No
<b>17 V.S.A. § 2154</b>	Statewide voter checklist	Yes
<b>17 V.S.A. § 2357</b>	Place of filing petition [related to primary elections]	No
<b>17 V.S.A. § 2359</b>	Notification to Secretary of State [related to nominations]	No
<b>17 V.S.A. § 2360</b>	Preservation of petitions	No
<b>17 V.S.A. § 2362</b>	Primary ballots	No
<b>17 V.S.A. § 2371</b>	Nominees; notice to nominees	No
<b>17 V.S.A. § 2401</b>	Applicability of subchapter	No
<b>17 V.S.A. § 2455</b>	Election officials; duties; political party representation	No
<b>17 V.S.A. § 2481</b>	Printed ballots required	No
<b>17 V.S.A. § 2493</b>	Rules for use of voting tabulators; audits	No
<b>17 V.S.A. § 2501</b>	Determining districts [related to conduct of elections]	No
<b>17 V.S.A. § 2508</b>	Campaigning during polling hours; voter access	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

17 V.S.A. § 2521	Warnings and notices [related to conduct of elections]	No
17 V.S.A. § 2522	Sample ballots	No
17 V.S.A. § 2523	Posting at polling place on election day	No
17 V.S.A. § 2531	Application for early voter absentee ballot	No
17 V.S.A. § 2532	Authorized applicants; application form; duplicates [related to conduct of elections]	No
17 V.S.A. § 2533	Notification of invalid application [related to early or absentee voters]	No
17 V.S.A. § 2534	List of early or absentee voters	No
17 V.S.A. § 2535	Form of early voter absentee ballots and envelopes; federal or military requirements	No
17 V.S.A. § 2537	Early or absentee voting in the Town Clerk's office	No
17 V.S.A. § 2538	Delivery of ballots by Justices of the Peace	No
17 V.S.A. § 2540	Instructions to be sent with ballots	No
17 V.S.A. § 2542	Signing certificate [related to early or absentee voters]	No
17 V.S.A. § 2543a	Provision of secure ballot drop boxes	No
17 V.S.A. § 2545	Receipt of marked ballots by Town Clerk; delivery to election officers	No
17 V.S.A. § 2546	Receipt of ballots by clerk; voter status; opportunity to cure; processing absentee ballots	No
17 V.S.A. § 2548	Voting in person	No
17 V.S.A. § 2549	Use of federal war ballot	No
17 V.S.A. § 2555	Provisional ballot envelopes	No
17 V.S.A. § 2563	Admitting voter	No
17 V.S.A. § 2564	Challenges [related to conduct of elections]	No
17 V.S.A. § 2566	Marking ballots	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>17 V.S.A. § 2568</b>	Removing ballots from polling place; replacement and unused ballots	No
<b>17 V.S.A. § 2571</b>	Checking voter's name upon leaving	No
<b>17 V.S.A. § 2583</b>	Official checklist to be tallied; storage of checklist	Yes
<b>17 V.S.A. § 2585</b>	Ballots not to be written upon	No
<b>17 V.S.A. § 2586</b>	Tally sheets; summary sheets; returns	No
<b>17 V.S.A. § 2588</b>	Filing returns [related to conduct of elections]	No
<b>17 V.S.A. § 2590</b>	Securing and storing ballots, tally sheets, and checklists	No
<b>17 V.S.A. § 2591</b>	Return not received	No
<b>17 V.S.A. § 2592</b>	Canvassing committees; canvass of votes in general or special elections	No
<b>17 V.S.A. § 2593</b>	Participation to be entered on statewide checklist by Town Clerk	No
<b>17 V.S.A. § 2602c</b>	Preparation for recount [related to conduct of elections]	No
<b>17 V.S.A. § 2602d</b>	Examination of checklists [related to election recounts]	No
<b>17 V.S.A. § 2602e</b>	Sorting ballots; ballot review; recount of removed ballots by hand	No
<b>17 V.S.A. § 2602f</b>	Recount of remaining ballots by vote tabulator	No
<b>17 V.S.A. § 2602h</b>	Completing the tally [related to election recounts]	No
<b>17 V.S.A. § 2602m</b>	Storage and return of election materials	No
<b>17 V.S.A. § 2731</b>	Certificates of election	No
<b>52 U.S.C. § 10101</b>	Voting rights	No
<b>52 U.S.C. § 20104</b>	Registration and voting aids	No
<b>52 U.S.C. § 20302</b>	State responsibilities	No
<b>52 U.S.C. § 20306</b>	Prohibition of refusal of applications on grounds of early submission [related to voting and elections]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>52 U.S.C. § 20701</b>	Retention and preservation of records and papers by officers of elections; deposit with custodian; penalty for violation	No
<b>52 U.S.C. § 21081</b>	Voting system standards	No
<b>52 U.S.C. § 21082</b>	Provisional voting and voting information requirements	No
<b>52 U.S.C. § 21083</b>	Computerized statewide voter registration list requirements and requirements for voters who register by mail	Yes
<b>CVR 04-010-001</b>	Rules for the certification and selection of vote tabulators by the Secretary of State; the use of tabulators generally; the use of tabulators in recounts; and the use of tabulators in post-election audits	No

**SRS-1656.1103: Operational/Managerial Records** *Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	No
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>3 V.S.A. § 101</b>	Commission; office [related to Secretary of State]	No

**SRS-1573.1107: Safe at Home Records** *Review for Exemption?*

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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>15 V.S.A. § 1152</b>	Address confidentiality program; application; certification	Yes
<b>15 V.S.A. § 1153</b>	Certification cancellation [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	No
<b>15 V.S.A. § 1154</b>	Agency use of designated address; agency other than law enforcement agency	Yes
<b>15 V.S.A. § 1154a</b>	Agency use of designated address; law enforcement agency	No
<b>15 V.S.A. § 1155</b>	Disclosure of address prohibited; exceptions	Yes
<b>15 V.S.A. § 1156</b>	Nondisclosure of address in criminal and civil proceedings	Yes
<b>15 V.S.A. § 1157</b>	Assistance for program applicants [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	No
<b>15 V.S.A. § 1158</b>	Voting by program participant [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	Yes
<b>15 V.S.A. § 1160</b>	Adoption of rules [related to address confidentiality for victims of domestic violence, sexual assault or stalking]	No
<b>CVR 04-000-003</b>	Safe at Home Address Confidentiality Program	No

<b>SRS-1886.1109: Temporary Officiant Records</b>	<i>Review for Exemption?</i>
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<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>18 V.S.A. § 5144</b>	Persons authorized to solemnize marriage	No
<b>18 V.S.A. § 5144a</b>	Temporary officiant for marriages	No
<b>18 V.S.A. § 5146</b>	Penalty for solemnization without license or failure to return	No
<b>18 V.S.A. § 5148</b>	Evidence of marriage [related to civil marriage records and licenses]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>SRS-1502.1109: Trademarks</b>		<i>Review for Exemption?</i>
9 V.S.A. § 2522	Registration [related to trademarks]	No
9 V.S.A. § 2523	Certificate of registration; filing fee [related to trademarks]	No
9 V.S.A. § 2524	Duration and renewal [related to trademarks]	No
9 V.S.A. § 2525	Assignments [related to registered trademarks]	No
9 V.S.A. § 2526	Applications for registration; classification [related to registered trademarks]	No
9 V.S.A. § 2527	Suitability for registration [related to trademarks]	No
<b>SRS-1656.1000: Transitory Records</b>		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	No
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
<b>SRS-1500.1077: Uniform Commercial Code (UCC) Filings</b>		<i>Review for Exemption?</i>
9A V.S.A. § 9-501	Filing office [related to financing statements under the Uniform Commercial Code]	No
9A V.S.A. § 9-515	Duration and effectiveness of financing statement; effect of lapsed financing statement	No
9A V.S.A. § 9-519	Numbering, maintaining, and indexing records; communicating information provided in records	No
9A V.S.A. § 9-521	Uniform form of written financing statement and amendment [related to secured transactions]	No
9A V.S.A. § 9-522	Maintenance and destruction of records [related to secured transactions]	No
9A V.S.A. § 9-523	Information from filing office; sale or license of records [related to secured transactions]	No





## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

11A V.S.A. § 1.28	Certificate of good standing [related to Vermont business corporations]	No
11A V.S.A. § 10.06	Articles of amendment [related to Vermont business corporations]	No
11A V.S.A. § 10.07	Restated articles of incorporation [related to Vermont business corporations]	No
11A V.S.A. § 10.08	Amendment pursuant to judicial reorganization [related to Vermont business corporations]	No
11A V.S.A. § 11.05	Articles of merger or share exchange [related to Vermont business corporations]	No
11A V.S.A. § 11.06	Statement of conversion; effective date of conversion	No
11A V.S.A. § 11.10	Approval of plan of merger or share exchange	No
11A V.S.A. § 14.03	Articles of dissolution [related to Vermont business corporations]	No
11A V.S.A. § 14.04	Revocation of dissolution [related to Vermont business corporations]	No
11A V.S.A. § 14.20	Involuntary termination [related to Vermont business corporations]	No
11A V.S.A. § 14.33	Decree of dissolution [related to Vermont business corporations]	No
11A V.S.A. § 16.22	Annual report for Secretary of State [related to Vermont business corporations]	No
11A V.S.A. § 2.01	Incorporators [related to Vermont business corporations]	No
11A V.S.A. § 2.02	Articles of incorporation [related to Vermont business corporations]	No
11A V.S.A. § 20.11	Limitations on continuation of close corporation status	No
11A V.S.A. § 4.02	Reserved name [related to Vermont business corporations]	No
11A V.S.A. § 5.02	Change of registered office or registered agent [related to Vermont business corporations]	No
11A V.S.A. § 5.03	Resignation of registered agent [related to Vermont business corporations]	No
11A V.S.A. § 5.04	Service on corporation [related to Vermont business corporations]	No
11A V.S.A. § 6.02	Terms of class or series determined by board of directors [related to Vermont business corporations]	No
11A V.S.A. § 6.31	Corporation's power to acquire its own shares [related to Vermont business corporations]	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<b>11B V.S.A. § 1.24</b>	Correcting filed document [related to nonprofit corporations]	No
<b>11B V.S.A. § 10.02</b>	Amendment by directors [related to nonprofit corporations]	No
<b>11B V.S.A. § 10.05</b>	Articles of amendment [related to nonprofit corporations]	No
<b>11B V.S.A. § 10.06</b>	Restated articles of incorporation [related to nonprofit corporations]	No
<b>11B V.S.A. § 10.07</b>	Amendment pursuant to judicial reorganization [related to nonprofit corporations]	No
<b>11B V.S.A. § 11.04</b>	Articles of merger [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.01</b>	Dissolution by incorporators or directors [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.03</b>	Articles of dissolution [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.04</b>	Revocation of dissolution [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.21</b>	Procedure for and effect of involuntary termination [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.22</b>	Reinstatement following involuntary dissolution [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.23</b>	Appeal from denial of reinstatement [related to nonprofit corporations]	No
<b>11B V.S.A. § 14.33</b>	Decree of dissolution [related to nonprofit corporations]	No
<b>11B V.S.A. § 16.22</b>	Biennial report for Secretary of State [related to nonprofit corporations]	No
<b>11B V.S.A. § 2.01</b>	Incorporators [related to nonprofit corporations]	No
<b>11B V.S.A. § 2.03</b>	Incorporation [related to nonprofit corporations]	No
<b>11B V.S.A. § 4.02</b>	Reserved name [related to nonprofit corporations]	No
<b>11B V.S.A. § 5.02</b>	Change of registered office or registered agent [related to nonprofit corporations]	No
<b>11B V.S.A. § 5.03</b>	Resignation of registered agent [related to nonprofit corporations]	No
<b>11B V.S.A. § 5.04</b>	Service on corporation [related to office and agent]	No
<b>11C V.S.A. § 1206</b>	Winding up [related to mutual benefit enterprises]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>11C V.S.A. § 1211</b>	Administrative dissolution [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1212</b>	Reinstatement following administrative dissolution [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1213</b>	Denial of reinstatement; appeal [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1215</b>	Statement of termination [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1604</b>	Filings required for conversion; effective date [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 1609</b>	Filings required for merger; effective date [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 207</b>	Annual report for Secretary of State [related to mutual benefit enterprises]	No
<b>11C V.S.A. § 302</b>	Formation of mutual benefit enterprise; articles of organization	No
<b>11C V.S.A. § 407</b>	Amendment or restatement of articles of organization; filing [related to mutual benefit enterprises]	No
<b>9 V.S.A. § 2446</b>	Annual registration [related to data brokers]	No

**SRS-1319.1109: Voter Registration Records**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	No
<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>11 CFR 9428.2</b>	Definitions [related to national voter registration act]	No
<b>11 CFR 9428.3</b>	General information [related to national mail voter registration form]	No
<b>11 CFR 9428.4</b>	Contents [related to national mail voter registration form]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>11 CFR 9428.5</b>	Format [related to national mail voter registration form]	No
<b>17 V.S.A. § 2122</b>	Residence; special cases; checklist	No
<b>17 V.S.A. § 2123</b>	Residents of unorganized towns and gores	No
<b>17 V.S.A. § 2124</b>	Voter's oath or affirmation; how administered	No
<b>17 V.S.A. § 2126</b>	Village checklist	No
<b>17 V.S.A. § 2144</b>	Submitting applications	No
<b>17 V.S.A. § 2144a</b>	Registration [related to qualification and registration of voters]	No
<b>17 V.S.A. § 2144b</b>	Additions to checklist by Town Clerk	No
<b>17 V.S.A. § 2145</b>	Application forms [related to registration of voters]	Yes
<b>17 V.S.A. § 2145a</b>	Registrations at the Department of Motor Vehicles	Yes
<b>17 V.S.A. § 2145b</b>	Voter registration agencies	No
<b>17 V.S.A. § 2145c</b>	Submission of voter registration forms by other persons or organizations	No
<b>17 V.S.A. § 2146</b>	Action of board of civil authority or town clerk in revising checklist	No
<b>17 V.S.A. § 2147</b>	Alteration of checklist	No
<b>17 V.S.A. § 2149</b>	Conclusiveness of list [related to voter registration checklist]	No
<b>17 V.S.A. § 2150</b>	Removing names from checklist [related to registered voters]	No
<b>17 V.S.A. § 2151</b>	Federal district court [related to qualification and registration of voters]	No
<b>17 V.S.A. § 2152</b>	Division of checklist	No
<b>17 V.S.A. § 2154</b>	Statewide voter checklist	Yes
<b>17 V.S.A. § 2358</b>	Examining petitions, supplementary petitions	No
<b>17 V.S.A. § 2532</b>	Authorized applicants; application form; duplicates [related to conduct of elections]	No

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

52 U.S.C. § 10101	Voting rights	No
52 U.S.C. § 20104	Registration and voting aids	No
52 U.S.C. § 20302	State responsibilities	No
52 U.S.C. § 20306	Prohibition of refusal of applications on grounds of early submission [related to voting and elections]	No
52 U.S.C. § 20503	National procedures for voter registration for elections for federal office	No
52 U.S.C. § 20504	Simultaneous application for voter registration and application for motor vehicle driver's license	No
52 U.S.C. § 20505	Mail registration	No
52 U.S.C. § 20506	Voter registration agencies	No
52 U.S.C. § 20507	Requirements with respect to administration of voter registration	No
52 U.S.C. § 20508	Federal coordination and regulations [related to voting assistance and election administration]	Yes
52 U.S.C. § 20701	Retention and preservation of records and papers by officers of elections; deposit with custodian; penalty for violation	No
52 U.S.C. § 20702	Theft, destruction, concealment, mutilation, or alteration of records or papers; penalties	No
52 U.S.C. § 20703	Demand for records or papers by Attorney General or representative; statement of basis and purpose	No
52 U.S.C. § 21083	Computerized statewide voter registration list requirements and requirements for voters who register by mail	Yes