

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Issued to: Supervisory Union Boards

Last Revised: 12/16/2021



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

### AGENCY SPECIFIC RECORD SCHEDULE FOR: Supervisory Union Boards

- 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 (Supervisory Union Boards) 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 (Supervisory Union Boards). If, at any time, this agency specific record schedule does not address all the records created or produced in the course of agency business or the requirements related to the following records have changed, contact the Vermont State Archives and Records Administration for a formal records appraisal.

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1897.1103: School Medicaid Records**

*SRS-1897.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the management of requests to Medicaid, or other public benefit insurance programs, for special education and related services reimbursement.*

**Classification:** Education Medicaid receipts (Managing)

**Retention:** Retain all records listed on this schedule, except for agreements and authorizations, until completed/closed, plus an additional 10 years, then destroy by shredding.

Retain agreements and authorizations until they expire, plus an additional ten (10) years, then destroy by shredding.

Registers that provide for the systematic and regular recording of education Medicaid receipts shall be retained until the register is superseded, plus ten (10) years, and then appraised by the Vermont State Archives and Records Administration for continuing value.

Transitory records created or received as part of the coordination of managing education Medicaid receipts, may be weeded as appropriate in accordance with SRS-1865.1000 (Local educational agencies' Transitory Records).

**Public Access:** Redact

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1897.1103 (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-1897.1103.5</b> <b>Agreements</b> Public Access: <i>Review</i>	Use for formal agreements entered into by a local educational agency (LEA), such as interagency agreements between two or more LEAs to cooperatively providing special education services. Includes out-of-district provider agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 10 Year(s) THEN: Destroy (Shred)
<b>SRS-1897.1103.141</b> <b>Authorizations</b> Public Access: <i>Exempt</i>	Use for authorizations and releases related to the provision of special education and related services reimbursement for an eligible student. Includes initiating guardian letter, student and parental consents or revocations for insurance, primary care physician consents, provider certification agreements, out of district provider authorizations and similar records.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 10 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1897.1103.170</b> <b>Claims</b> Public Access: <i>Exempt</i></p>	<p>Use for requests to Medicaid or other public benefit or insurance programs for the reimbursement of payment for special education and related services to an eligible student. Includes IEP forms, service and documentation logs, level of care billing, residential placement forms and significant supporting materials such as bills from residential facilities.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1897.1103.81</b> <b>Registers</b> Public Access: <i>Redact</i></p>	<p>Use for registers, databases, systems and similar records that provide for the systematic and regular recording of information related to the payment for special education services. Includes case management systems.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 10 Year(s) THEN: Confirm</p>
<p><b>SRS-1897.1103.144</b> <b>Reports</b> Public Access: <i>General</i></p>	<p>Use for reports and similar narrative statements required by law regarding the use of federal Medicaid dollars. Includes the Medicaid Reinvestment Report.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (General)</p>

*SRS-1897.1103 was approved by the Vermont State Archivist on 8/10/2020.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1975.1103: Student health records**

*SRS-1975.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing subjective and objective nursing assessment data, interventions, plans, and evaluation of outcomes for individual students attending an educational institution. Does not include student counseling records.*

**Classification:** Education records, Health (Managing)

**Retention:** Retain plans (reports), reports and supporting material until completed/closed, plus six (6) years, and then destroy. Completed/closed means nursing processes are no longer provided to a student and the student has reached the age of majority.

Authorizations shall be retained until expired, plus six (6) years, and then destroyed.

Registers or systems that serve as the formal repository of managing student health shall be retained until the register is superseded, plus six (6) years and then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of managing student health may be weeded as appropriate in accordance with SRS-1865.1000 (Local educational agencies' Transitory Records).

**Public Access:** Exempt

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1975.1103 (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-1975.1103.141</b> <b>Authorizations</b> Public Access: <i>Exempt</i>	Use for written documents describing permissions to perform specific actions related to student health. Includes authorizations to receive medication, release of information, and other similar authorizations.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
<b>SRS-1975.1103.50</b> <b>Notices, Legal</b> Public Access: <i>Exempt</i>	Use for written notifications sent to, or on behalf of, the student. Includes discharge notices, notice of transfer, and other similar notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
<b>SRS-1975.1103.69</b> <b>Plans (reports)</b> Public Access: <i>Exempt</i>	Use for reports describing a proposed or tentative course of action related to student health. Includes treatment plans, discharge plans, and other similar plans.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1975.1103.81</b>  <b>Registers</b>  Public Access: <i>Exempt</i></p>	<p>Use for registers, databases, tracking systems, and similar records that provide for the systematic and regular recording of actions related to student health.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1975.1103.144</b>  <b>Reports</b>  Public Access: <i>Exempt</i></p>	<p>Use for all reports associated with student health. Includes all medical reports, examinations, evaluations, assessments, histories, critical incident reports and other similar reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 6 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1975.1103.36</b>  <b>Supporting material</b>  Public Access: <i>Exempt</i></p>	<p>Use for records created or received to support, supplement, or complement actions related to student health. Includes all certificates, advance directives, referrals, case notes, applications and other similar materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 6 Year(s)  THEN: Destroy (Shred)</p>

*SRS-1975.1103 was approved by the Vermont State Archivist on 12/15/2021.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1973.1103: Student Records**

*SRS-1973.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, managing the academic records of individuals enrolled, on a full-time or part-time basis, in an educational institution.*

**Classification:** Education records, Academic (Managing)

**Retention:** Retain certificates for the life of the student, then destroy.

Legal notices shall be retained until the school year is completed, plus one (1) year then destroyed.

Registers or systems that serve as the formal repository of managing student's academic records shall be retained until the register is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of managing students may be weeded as appropriate in accordance with SRS – 1865.1000 (Local educational agencies' Transitory Records).

When the student's enrollment is completed/closed with a local educational agency, through graduation, transfer, or withdrawal, all existing records concerning the student, with the exception of entries in the register and certificates, shall be destroyed.

**Public Access:** Exempt

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1973.1103 (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-1973.1103.8</b> <b>Applications</b> Public Access: <i>Exempt</i>	Use for annual student enrollment and registration forms. Includes birth certificates, immunization records, proof of residency, parental or guardian custody forms, and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)
<b>SRS-1973.1103.141</b> <b>Authorizations</b> Public Access: <i>Exempt</i>	Use for written approvals, disapprovals and similar releases or waivers submitted by, or on behalf of, a student. Includes initiating requests, disclosure consents, photo releases.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1973.1103.21</b> <b>Certificates</b> Public Access: <i>Exempt</i></p>	<p>Use for final transcripts of coursework taken towards completion of an educational curriculum, that serve as official verification that requirements were met. For students who have not matriculated or transferred and no longer attend the institution, retain most recent end of semester or term grades indicating level of proficiency.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1973.1103.32</b> <b>Declarations</b> Public Access: <i>Exempt</i></p>	<p>Use for written documents submitted by, or on behalf of, a student as official verification that conditions or requirements for services have been met. Includes assertions of medical conditions or religious convictions and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1973.1103.145</b> <b>Logs</b> Public Access: <i>Exempt</i></p>	<p>Use for lists of individuals who have requested access to a student's record. Includes significant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1973.1103.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements regarding specific students.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1973.1103.69</b> <b>Plans (reports)</b> Public Access: <i>Exempt</i></p>	<p>Use for personalized learning plans developed for individual students. Includes relevant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1973.1103.153</b> <b>Referrals</b> Public Access: <i>Exempt</i></p>	<p>Use for formal referrals of students to support services or programs. Includes guidance counselor referrals and significant supporting materials.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1973.1103.81</b> <b>Registers</b> Public Access: <i>Redact</i></p>	<p>Use for registers, databases, and systems that provide for the regular recording of rosters or lists of attendees or students, and the tracking of their enrollment, attendance, performance, and related activities.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

**SRS-1973.1103.144**

**Reports**

Public Access: **Exempt**

Use for formal written reports at the conclusion of a student assessment or the testing of knowledge, aptitude, or skills of a student. Includes mandatory standardized testing results, evaluations, significant supporting materials indicating student health or safety risks, and referrals concerning disciplinary action taken against a student that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. For Individual Education Program (IEP) or Section 504 evaluations, use the retention requirements for "Decisions" in SRS-1533.1022 (Student Special Education Records).

Temporary (Legal)

RETAIN UNTIL: Completed/Closed

PLUS: 0 Year(s)

THEN: Destroy (Shred)

---

***SRS-1973.1103 was approved by the Vermont State Archivist on 8/10/2020.***



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1533.1022: Student Special Education Records**

*SRS-1533.1022: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the provision and coordination of special education for eligible children.*

**Classification:** Special education (Coordinating)

**Retention:** Retain all records listed on this schedule, except for authorizations and registers, until completed/closed, plus five (5) years. Completed/closed means once the student (1) reaches the age of 22; (2) graduates, transfers, or withdraws from the local educational agency; or (3) the last date of services, whichever is sooner. Special education records shall be offered to the student; if no response from the student after legal notice, destroy by shredding.

Retain authorizations until expired plus five (5) years, and then destroy by shredding.

Registers that provide for the systematic and regular recording of the coordination of special education enrollment and eligibility shall be retained until the register is superseded, and then appraised by the Vermont State Archives and Records Administration for continuing value.

Transitory records created or received as part of the coordination of special education, may be weeded as appropriate in accordance with SRS-1685.1000 (Local educational agencies' Transitory Records).

**Public Access:** Exempt

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1533.1022 (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-1533.1022.141</b> <b>Authorizations</b> Public Access: <i>Exempt</i>	Use for authorizations related to the coordination of special education enrollment or eligibility. Includes student releases, parental consents or revocations, substantive correspondence and similar records.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)
<b>SRS-1533.1022.133</b> <b>Decisions</b> Public Access: <i>Exempt</i>	Use for written evidence of a final decision related to the coordination of special education enrollment or eligibility. Includes determinations outlined in individual education program (IEP) plans, Section 504 plans, relevant medical findings, meeting minutes, substantive correspondence and significant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1533.1022.145</b> <b>Logs</b> Public Access: <i>Exempt</i></p>	<p>Use for lists of individuals who have requested access to a student's special education record. Includes significant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1533.1022.50</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 notices of planned destruction of special education records no longer needed to provide educational services.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1533.1022.81</b> <b>Registers</b> Public Access: <i>Redact</i></p>	<p>Use for registers, databases, systems and similar records that provide for the systematic and regular recording of information related to the coordination of special education. Includes case management systems.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 5 Year(s) THEN: Confirm</p>
<p><b>SRS-1533.1022.144</b> <b>Reports</b> Public Access: <i>Exempt</i></p>	<p>Use for reports related to the coordination of special education. Includes evaluations, time studies, observation reports, summary reports of the student's academic achievement and functional performance and significant supporting material.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1533.1022.139</b> <b>Requests</b> Public Access: <i>Exempt</i></p>	<p>Use for written requests related to the coordination of special education enrollment and eligibility.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (Shred)</p>

**SRS-1533.1022 was approved by the Vermont State Archivist on 8/10/2020.**

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1857.1002: Supervisory Union Accounting Records**

*SRS-1857.1002: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the accounting of financial transactions which support directly, or indirectly, those components of education emphasizing literacy in language arts, mathematics, natural and physical sciences, history, and related social sciences.*

**Classification:** Basic education (Accounting)

**Retention:** Retain records associated with financial transactions until completed or closed, plus three (3) years and then destroy in accordance with State and Federal laws and regulations. Files are completed or closed at the end of the fiscal year and all audits have completed.

Ledgers or systems that serve as the formal repository of financial accounts and transactions (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 an agency's most recent audit report must be retained at all times and earlier reports shall be retained three (3) years from the date of receipt and then destroyed, unless they have significant administrative value. If administratively significant, retain permanently and follow the retention requirements for Reports in SRS-1865.1102 (Local educational agencies' Administering Records). Accounting reports with significant administrative value shall also be retained permanently in accordance with Reports in SRS-1865.1102.

Management Letters received following an audit shall be retained permanently and follow the retention requirements for Correspondence (Substantive) in SRS-1865.1102.

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 accounting process may be weeded as appropriate in accordance with SRS-1865.1000 (Local educational agencies' Transitory Records).

**Public Access:** Review

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1857.1002 (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-1857.1002.10</b>	Use for final reports following annual formal audits of local educational agency accounts.	Temporary (Legal)	RETAIN UNTIL: Superseded
<b>Audits</b>			PLUS: 3 Year(s)
Public Access: <i>Review</i>			THEN: Destroy (General)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1857.1002.14</b> <b>Bonds</b> Public Access: <i>Review</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: Audit Complete PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1002.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>Review</i></p>	<p>Use for correspondence that has significant administrative value and/or supports decisions related to the management of a local educational agency's economic activities and financial transactions.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1002.32</b> <b>Declarations</b> Public Access: <i>Review</i></p>	<p>Use for delegations of authority. Includes memorandums for appointed individuals to continue following any agency head/appointing 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: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.48</b> <b>Inventories</b> Public Access: <i>Review</i></p>	<p>Use for annual physical inventories of local educational agency assets.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.49</b> <b>Invoices</b> Public Access: <i>Review</i></p>	<p>Use for documents created by a vendor, grantee or another agency to initiate payment. Includes statements, inter-departmental transfers and other requests for payment.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.175</b> <b>Ledgers</b> Public Access: <i>Review</i></p>	<p>Use for registers or systems that serve as the formal repository for a local educational agency's financial accounts and transactions.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p><b>SRS-1857.1002.75</b> <b>Purchase orders</b> Public Access: <i>Review</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: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.77</b> <b>Receipts</b> Public Access: <i>Review</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: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1857.1002.144</b> <b>Reports</b> Public Access: <i>Review</i></p>	<p>Use for reports and similar narrative statements about the agency's financial transactions and activities. Includes prepared balance sheets.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.139</b> <b>Requests</b> Public Access: <i>Review</i></p>	<p>Use for written requests from member districts for funds, goods, services, or other financial assistance.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.84</b> <b>Requisitions</b> Public Access: <i>Review</i></p>	<p>Use for requests for a purchase order that create pre-encumbrances of funds.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.101</b> <b>Vouchers</b> Public Access: <i>Review</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: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.102</b> <b>Warrants</b> Public Access: <i>Review</i></p>	<p>Use for written pay orders that instruct a state or local government treasurer to pay the warrant holder on demand or after a maturity date.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1857.1002.104</b> <b>Worksheets</b> Public Access: <i>Review</i></p>	<p>Use for worksheets, spreadsheets, and similar records used to track daily accounting information or make preliminary calculations related to the financial activities of the agency.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Audit Complete PLUS: 0 Year(s) THEN: Destroy (General)</p>

*SRS-1857.1002 was approved by the Vermont State Archivist on 8/10/2020.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1865.1102: Supervisory Union Administrative Policy Records**

*SRS-1865.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administrative actions associated with services provided by a local educational agency, its departments and boards.*

**Classification:** Local educational agencies (Administering)

**Retention:** Authorizations, declarations, minutes, plans, substantive correspondence, reports, studies, and actions relating to policy or major administrative issues are archival records and shall be retained permanently.

Agreements, policies, procedures, and waivers that record evidence of deliberations, decisions, and actions relating to policy or major administrative issues and meet the criteria of major or significant in "Vermont Archival Records" shall be permanent. Otherwise, follow retention requirements specified in this schedule.

Transitory records created or received by a local educational agency and its departments and boards may be weeded as appropriate in accordance with SRS-1857.1000 (Local educational agencies' Transitory Records).

**Public Access:** Review

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1865.1102 (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-1865.1102.5</b> <b>Agreements</b> Public Access: <b>Review</b>	Use for formal agreements entered into by a local educational agency, such as interagency agreements and memorandums of understanding. Includes significant supporting material. Use "Grants" for agreements and supporting materials related to awards from a Federal source or other agency.	Conditional Archival	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Confirm
<b>SRS-1865.1102.141</b> <b>Authorizations</b> Public Access: <b>Review</b>	Use for written permissions required by law to allow recipients to gain certain rights or privileges or perform specific activities. Includes waivers from the State Board of Education or Agency of Education.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
<b>SRS-1865.1102.53</b> <b>Correspondence (Substantive)</b> Public Access: <b>Review</b>	Use for any correspondence created or received by a local educational agency that has significant administrative value and/or is essential in supporting policy decisions.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

## STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p><b>SRS-1865.1102.32</b> <b>Declarations</b> Public Access: <i>Review</i></p>	<p>Use for official statements. Includes formal opinions and similar written documents that set forth the basis of authority; the scope of activities of the agency; and/or defines the obligations, liabilities, duties, and rights of those affected. Includes statements provided to inform, educate, or explain a board's position to an electorate and significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1865.1102.173</b> <b>Grants</b> Public Access: <i>Review</i></p>	<p>Use for awards of financial assistance from a Federal source or other agency to carry out a public purpose of support or stimulation authorized by a law. Includes cost reimbursement contracts and similar agreements with the granting agency. Starting date of retention period is based on the day the single or last expenditure report is submitted to the awarding agency for the funding period specified in the grant award. For grant proposals and reports that have significant administrative value, use "Reports."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1865.1102.59</b> <b>Minutes</b> Public Access: <i>Review</i></p>	<p>Use for records of what was said and done at public meetings of a local educational agency, its departments and boards. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1865.1102.50</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.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1865.1102.69</b> <b>Plans (reports)</b> Public Access: <i>Review</i></p>	<p>Use for strategic plans and similar planning documents documenting the goals, objectives and plans for a local educational agency, its departments and boards. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-1865.1102.70</b> <b>Policies</b> Public Access: <i>Review</i></p>	<p>Use for written statements that outline guiding principles or general courses of action of a local educational agency. Includes significant supporting material.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Confirm</p>
<p><b>SRS-1865.1102.72</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 a local educational agency or the formulation or development of policy.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1865.1102.73</b>  <b>Procedures</b>  Public Access: <i>Review</i></p>	<p>Use for sets of substantive instructions or procedures that govern the administration of a local educational agency.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Confirm</p>
<p><b>SRS-1865.1102.144</b>  <b>Reports</b>  Public Access: <i>Review</i></p>	<p>Use for annual and similar reports documenting activities and accomplishments of a local educational agency. Includes reports to the State Board of Education and the Agency of Education as well as significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends  PLUS: 3 Year(s)  THEN: Archives</p>
<p><b>SRS-1865.1102.116</b>  <b>Studies</b>  Public Access: <i>Review</i></p>	<p>Use for studies conducted by or for a local educational agency that relate to the administration of a local educational agency and/or the formulation or development of policy. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Archives</p>

*SRS-1865.1102 was approved by the Vermont State Archivist on 8/10/2020.*



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1857.1012: Supervisory Union Budget Records**

*SRS-1857.1012: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the budgeting of finances which support directly, or indirectly, those components of education emphasizing literacy in language arts, mathematics, natural and physical sciences, history, and related social sciences.*

**Classification:** Basic education (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 an additional three (3) years, then destroyed. For budgets and reports that have significant administrative value, retain permanently and use the retention requirements for "Reports" in SRS-1865.1102 (Local educational agencies' Administrative Policy Records).

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 budgeting process may be weeded as appropriate in accordance with SRS-1865.1000 (Local educational agencies' Transitory Records).

**Public Access:** Review

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1857.1012 (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-1857.1012.17</b> <b>Budgets</b> Public Access: <i>Review</i>	Use for the official estimated or intended expenditures of a local educational agency for a given period along with proposals for financing those expenditures.	Temporary (Legal)	RETAIN UNTIL: Fiscal Year Ends PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-1857.1012.50</b> <b>Notices, Legal</b> Public Access: <i>Review</i>	Use for formal warnings and notices associated with meetings and/or votes on budget matters.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1857.1012.69</b> <b>Plans (reports)</b> Public Access: <i>Review</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-1857.1012.144**

**Reports**

Public Access: *Review*

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. Includes budgetary reports from superintendents. For reports that have significant administrative value, retain permanently and use the retention requirements for "Reports" in SRS-1865.1102 (Local educational agencies' Administrative Policy Records).

Temporary (Administrative)

RETAIN UNTIL: Fiscal Year Ends

PLUS: 3 Year(s)

THEN: Destroy (General)

---

*SRS-1857.1012 was approved by the Vermont State Archivist on 8/10/2020.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1857.1126: Supervisory Union Contract Records**

*SRS-1857.1126: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, formal agreements, including contracts and leases entered into by a local educational agency, it's departments and boards, in order to secure goods and services for basic education.*

**Classification:** Basic education (Contracting)

**Retention:** All contracting records including, but not limited to, the bidding process, contract drafting and approvals, and final authorizations shall be retained until the contract has expired, plus three (3) years, and then destroyed 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 contracting process may be weeded as appropriate in accordance with SRS-1865.1000 (Local educational agencies' Transitory Records).

**Public Access:** Review

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1857.1126 (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-1857.1126.141</b> <b>Authorizations</b> Public Access: <i>General</i>	Use for written approvals, delegations of authority and other permissions related to contracting.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)
<b>SRS-1857.1126.149</b> <b>Bids</b> Public Access: <i>General</i>	Use for bids, proposals, and quotes received by a local educational agency in response to a request for proposal.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)
<b>SRS-1857.1126.21</b> <b>Certificates</b> Public Access: <i>General</i>	Use for certificates and similar statements of qualifications related to a local educational agency's contracts.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)
<b>SRS-1857.1126.26</b> <b>Contracts</b> Public Access: <i>General</i>	Use for signed original contract and all amendments.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (Shred)

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<p><b>SRS-1857.1126.53</b>  <b>Correspondence (Substantive)</b>  Public Access: <i>General</i></p>	<p>Use for correspondence that has significant administrative value and/or supports a local educational agency's decisions related to the award or administration of contracts.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.133</b>  <b>Decisions</b>  Public Access: <i>General</i></p>	<p>Use for written decisions including any selection justifications or explanations.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.32</b>  <b>Declarations</b>  Public Access: <i>General</i></p>	<p>Use for written explanations and justifications, including reasons why contract packages were not received within the timeline specified and explanations of extended contract duration.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.55</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 (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.50</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 a local educational agency's decision.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.81</b>  <b>Registers</b>  Public Access: <i>General</i></p>	<p>Use for formal lists of pre-qualified vendors.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.83</b>  <b>Requests for proposals</b>  Public Access: <i>General</i></p>	<p>Use for all bid documents associated with the Request for Proposal package, including, but not limited to, cover pages, local educational agency descriptions, statements of work, requirements, etc. Includes any changes or clarifications following a pre-bid conference.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>
<p><b>SRS-1857.1126.150</b>  <b>Waivers</b>  Public Access: <i>General</i></p>	<p>Where applicable, use for written evidence that contract provisions have been waived.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (Shred)</p>

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1857.1126.104**

**Worksheets**

Public Access: *General*

Use for recorded evidence supporting a local educational agency's decision, such as worksheets used ranking each bidder's qualifications.

Temporary (Administrative)

RETAIN UNTIL: Expired

PLUS: 3 Year(s)

THEN: Destroy (Shred)

---

*SRS-1857.1126 was approved by the Vermont State Archivist on 8/10/2020.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1865.1103: Supervisory Union Operational Records**

*SRS-1865.1103: 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 a local educational agency and its departments and boards, including internal workflows and processes.*

**Classification:** Local educational agencies (Managing)

**Retention:** Operational plans, reports, and studies shall be retained until completed/closed plus three (3) years, then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received during day-to-day operations may be weeded as appropriate in accordance with SRS-1865.1000 (Local educational agencies' Transitory Records).

**Public Access:** General

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1865.1103 (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-1865.1103.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for informal agreements concerning the day-to-day operations of a local educational agency, its departments and boards, 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-1865.1103.19</b> <b>Calendars</b> Public Access: <i>General</i>	Use for staff calendars, schedules of meetings, and related events.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1865.1103.145</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 a local educational agency and its departments and boards.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1865.1103.69</b> <b>Plans (reports)</b> Public Access: <i>General</i>	Use for planning documents related to managing the day-to-day operations of a local educational agency and its departments and boards 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-1865.1103.73</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 a local educational agency, its departments and boards, 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-1865.1103.144</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 a local educational agency and its departments and boards, 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-1865.1103.116</b>  <b>Studies</b>  Public Access: <i>General</i></p>	<p>Use for studies and other evaluations conducted by or for a local educational agency, its departments and boards, that relate to general management, internal workflows and processes. 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-1865.1103 was approved by the Vermont State Archivist on 8/10/2020.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1865.1000: Supervisory Union Transitory Records**

*SRS-1865.1000: This schedule is reserved for records that are created and received in the course of business by a local educational agency, its departments 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:** Local educational agencies (GENERAL)

**Retention:** Transitory records shall be retained by a local educational agency, its departments and boards, as specified in this schedule and in accordance with the specific local educational agency's Records and Information Management Policy.

**Public Access:** General

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1865.1000 (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-1865.1000.187</b> <b>Blanks</b> Public Access: <i>General</i>	Use for blank forms or other pre-printed worksheets that have no markings, are not written or printed on and have not been filled out.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1865.1000.28</b> <b>Correspondence (Routine)</b> Public Access: <i>General</i>	Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other offices that is received for general information purposes only.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1865.1000.37</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) as listed in another local educational agency specific record schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-1865.1000.60</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-1865.1000.74</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-1865.1000.80</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-1865.1000.139</b>  <b>Requests</b>  Public Access: <i>General</i></p>	<p>Use for requests and responses for forms, publications, records, and other local educational agency information that do not require administration review before, or further action after, the form, publication, record, or other information is provided.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1865.1000.104</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-1865.1000 was approved by the Vermont State Archivist on 8/10/2020.*

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

## Appendix A: Appraisal Values

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

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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

## Appendix B: Public Access Requirements

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

<b>Access</b>	<b>Description</b>	<b>Usage</b>
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-1897.1103: School Medicaid Records</b>		<i>Review for Exemption?</i>
16 V.S.A. § 2959a	Education Medicaid receipts	No
20 CFR 416	Supplemental security income for the aged, blind, and disabled	No
20 U.S.C. § 1407	State administration [related to education of individuals with disabilities]	No
33 V.S.A. § 111	Records, restrictions, penalties [related to the Department for Children and Families]	Yes
33 V.S.A. § 1902a	Confidentiality of Medicaid applications and records; disclosure to authorized representative	Yes
33 V.S.A. § 1906	Recoupment of amounts spent on child medical care	No
34 CFR 300	Assistance to states for the education of children with disabilities [related to education]	No
34 CFR 361	State Vocational Rehabilitation Services Program	Yes
42 CFR 438	Managed care [related to medical assistance programs]	Yes
CVR 13-170-001	Health benefits eligibility and enrollment	No
CVR 13-170-710	Medicaid benefit delivery	No
CVR 22-000-006	Special education rules	No
<b>SRS-1975.1103: Student health records</b>		<i>Review for Exemption?</i>
1 V.S.A. § 173	Minors [related to construction of statutes]	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
12 V.S.A. § 1612	Patients' privilege [related to court procedure]	Yes
12 V.S.A. § 511	Civil action [related to limitation of time for commencement of actions]	No
12 V.S.A. § 551	Minority, insanity or imprisonment [related to limitations on time for commencing actions]	No

### STATE OF VERMONT SPECIFIC RECORD SCHEDULE

16 V.S.A. § 136	Wellness program; Advisory Council on Wellness and Comprehensive Health	No
16 V.S.A. § 1386	Health services for children	No
16 V.S.A. § 1387	Possession and self-administration of emergency medication	No
16 V.S.A. § 1388	Medical inspection generally; health services	No
16 V.S.A. § 1422	Periodic hearing and vision screening; guidelines	No
16 V.S.A. § 1431	Concussions and other head injuries	No
20 U.S.C. § 1232g	Family educational and privacy rights	Yes
20 U.S.C. § 1232h	Protection of pupil rights	Yes
34 CFR 99	Family Educational Rights and Privacy Act (FERPA)	Yes
CVR 22-000-002	State board of education [related to procedures of and in proceedings at]	No
CVR 22-000-006	Special education rules	No
CVR 22-000-009	Pupils (4000) [related to Department of Education]	No
CVR 22-000-010	Licensing of educators and the preparation of educational professionals	No

#### **SRS-1973.1103: Student Records**

*Review for Exemption?*

16 V.S.A. § 1075	Legal residence defined; responsibility and payment of education of pupils	No
16 V.S.A. § 1161a	Discipline [related to attendance and discipline]	No
16 V.S.A. § 1321	Form and contents of register [related to school attendance records]	No
16 V.S.A. § 134	Religious exemption [related to comprehensive health education]	No
16 V.S.A. § 1431	Concussions and other head injuries	No
16 V.S.A. § 43	Federal education aid funds; administration; local education agency	No
16 V.S.A. § 471	Application of other laws	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 551</b>	Application of laws to school districts	No
<b>16 V.S.A. § 570</b>	Harrasment, hazing, and bullying prevention policies [related to school districts]	No
<b>16 V.S.A. § 822a</b>	Public high school choice	No
<b>16 V.S.A. § 941</b>	Flexible pathways initiative [related to courses of study]	No
<b>16 V.S.A. § 942</b>	Definitions [related to flexible pathways to secondary school completion]	No
<b>16 V.S.A. § 944</b>	Dual enrollment program	No
<b>20 U.S.C. § 1232f</b>	Records [related to general provisions concerning education]	No
<b>20 U.S.C. § 1232g</b>	Family educational and privacy rights	Yes
<b>20 U.S.C. § 1232h</b>	Protection of pupil rights	Yes
<b>34 CFR 200</b>	Improving the academic achievement of the disadvantaged	No
<b>34 CFR 99</b>	Family Educational Rights and Privacy Act (FERPA)	Yes
<b>9 V.S.A. § 2443</b>	Definitions [related to student privacy]	Yes
<b>9 V.S.A. § 2443a</b>	Operator prohibitions [related to student privacy]	No
<b>9 V.S.A. § 2443b</b>	Operator duties [related to student privacy]	No
<b>9 V.S.A. § 2443c</b>	Permissive use or disclosure [related to student privacy]	No
<b>9 V.S.A. § 2443e</b>	Applicability [related to student privacy]	No
<b>CVR 22-000-003</b>	State Board rule 2000 education quality standards	No
<b>CVR 22-000-006</b>	Special education rules	No
<b>CVR 22-000-009</b>	Pupils (4000) [related to Department of Education]	No

**SRS-1533.1022: Student Special Education Records**

*Review for Exemption?*

<b>16 V.S.A. § 261a</b>	Duties of supervisory union board	No
-------------------------	-----------------------------------	----



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 2942</b>	Definitions [related to special education]	No
<b>16 V.S.A. § 2944</b>	Special education	No
<b>16 V.S.A. § 2957</b>	Special education administrative and judicial appeals; limitations	No
<b>16 V.S.A. § 43</b>	Federal education aid funds; administration; local education agency	No
<b>16 V.S.A. § 563</b>	Powers of school boards; form of vote if budget exceeds benchmark and district spending is above average	No
<b>16 V.S.A. § 806a</b>	Definitions - article II [related to Interstate Compact on Educational Opportunity for Military Children]	No
<b>20 CFR 416</b>	Supplemental security income for the aged, blind, and disabled	No
<b>20 U.S.C. § 1232f</b>	Records [related to general provisions concerning education]	No
<b>20 U.S.C. § 1232g</b>	Family educational and privacy rights	Yes
<b>20 U.S.C. § 1232h</b>	Protection of pupil rights	Yes
<b>20 U.S.C. § 1414</b>	Evaluations, eligibility determinations, individualized education programs, and educational placements	No
<b>34 CFR 104</b>	Non discrimination on the basis of handicap in programs or activities receiving federal financial assistance	No
<b>34 CFR 300</b>	Assistance to states for the education of children with disabilities [related to education]	No
<b>34 CFR 99</b>	Family Educational Rights and Privacy Act (FERPA)	Yes
<b>CVR 22-000-006</b>	Special education rules	No

<b>SRS-1857.1002: Supervisory Union Accounting Records</b>	<i>Review for Exemption?</i>
--	------------------------------

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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<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. § 1386</b>	Health services for children	No
<b>16 V.S.A. § 164</b>	State board, general powers and duties	No
<b>16 V.S.A. § 261a</b>	Duties of supervisory union board	No
<b>16 V.S.A. § 267</b>	Joint agreements among supervisory unions	No
<b>16 V.S.A. § 2959a</b>	Education Medicaid receipts	No
<b>16 V.S.A. § 2961</b>	Standard mainstream block grants	No
<b>16 V.S.A. § 2968</b>	Reports [related to financial expenditures on special education]	No
<b>16 V.S.A. § 321</b>	Treasury; uses [related to supervisory unions]	No
<b>16 V.S.A. § 322</b>	Treasurer; salary; expenses; duties	No
<b>16 V.S.A. § 323</b>	Audit by public accountant	No
<b>16 V.S.A. § 426</b>	Duties of the town school district treasurer	No
<b>16 V.S.A. § 429</b>	Loans [related to government of school districts]	No
<b>16 V.S.A. § 471</b>	Application of other laws	No
<b>16 V.S.A. § 496</b>	Books and papers to be turned over to successor [related to incorporated school districts]	No
<b>16 V.S.A. § 512</b>	Payment of monies collected to treasurer [related to incorporated school districts]	No
<b>16 V.S.A. § 562</b>	Powers of electorate	No
<b>16 V.S.A. § 566</b>	Authority to borrow [related to school boards and school districts]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 567</b>	Surplus [related to school districts]	No
<b>16 V.S.A. § 706s</b>	Books and papers to be turned over to successor [related to union school districts]	No
<b>16 V.S.A. § 711d</b>	Improvements, indebtedness, bonds, early or absentee voters	No
<b>20 U.S.C. § 1232f</b>	Records [related to general provisions concerning education]	No
<b>32 V.S.A. § 1402</b>	Receipt for fees	No
<b>32 V.S.A. § 163</b>	Duties of the Auditor of Accounts	Yes
<b>32 V.S.A. § 182</b>	Duties of commissioner [related to Finance and Management Department]	No
<b>32 V.S.A. § 431</b>	Depositories of state funds	No
<b>32 V.S.A. § 502</b>	Monies to be paid over without deduction [related to the public monies]	No
<b>32 V.S.A. § 508</b>	Receipts given by state officers	No
<b>34 CFR 200.29</b>	Consolidation of funds in a schoolwide program	No
<b>CVR 22-000-008</b>	School district organization	No
<b>OMB Circular A-133</b>	Audits of states, local governments, and non-profit organizations	No

**SRS-1865.1102: Supervisory Union Administrative Policy Records** *Review for Exemption?*

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

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 1071</b>	School year and school day	No
<b>16 V.S.A. § 1123</b>	Attendance may be excused	No
<b>16 V.S.A. § 1161a</b>	Discipline [related to attendance and discipline]	No
<b>16 V.S.A. § 1162</b>	Suspension or expulsion of students	No
<b>16 V.S.A. § 1165</b>	Alcohol and drug abuse [related to attendance and discipline]	No
<b>16 V.S.A. § 1166</b>	Possession of a firearm at school	No
<b>16 V.S.A. § 1388</b>	Medical inspection generally; health services	No
<b>16 V.S.A. § 165</b>	Education quality standards; equal educational opportunities; independent school meeting education quality standards	No
<b>16 V.S.A. § 261</b>	Organization and adjustment of supervisory unions	No
<b>16 V.S.A. § 261a</b>	Duties of supervisory union board	No
<b>16 V.S.A. § 267</b>	Joint agreements among supervisory unions	No
<b>16 V.S.A. § 471</b>	Application of other laws	No
<b>16 V.S.A. § 475</b>	Statistical information	No
<b>16 V.S.A. § 496</b>	Books and papers to be turned over to successor [related to incorporated school districts]	No
<b>16 V.S.A. § 561</b>	Election of school board members; oath; chair; clerk	No
<b>16 V.S.A. § 562</b>	Powers of electorate	No
<b>16 V.S.A. § 563</b>	Powers of school boards; form of vote if budget exceeds benchmark and district spending is above average	No
<b>16 V.S.A. § 570</b>	Harrassment, hazing, and bullying prevention policies [related to school districts]	No
<b>16 V.S.A. § 570a</b>	Harrassment [related to school districts]	No
<b>16 V.S.A. § 570b</b>	Hazing [related to school districts]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 570c</b>	Bullying [related to school districts]	No
<b>16 V.S.A. § 701</b>	Policy [related to union school districts]	No
<b>16 V.S.A. § 701a</b>	Application of other laws [related to union school districts]	No
<b>16 V.S.A. § 706h</b>	Superintendent for union district	No
<b>16 V.S.A. § 706l</b>	Vacancies in district offices [related to union school districts]	No
<b>16 V.S.A. § 706o</b>	Statistical information [related to union school districts]	No
<b>16 V.S.A. § 706p</b>	Warnings of union district meetings	No
<b>16 V.S.A. § 706s</b>	Books and papers to be turned over to successor [related to union school districts]	No
<b>16 V.S.A. § 706u</b>	Check list for union district meetings [related to union school districts]	No
<b>16 V.S.A. § 706v</b>	Record of proceedings [related to union school districts]	No
<b>16 V.S.A. § 707</b>	Union school district boards; quorum and voting requirements	No
<b>16 V.S.A. § 711e</b>	Budget votes by Australian ballot [related to union school districts]	No
<b>16 V.S.A. § 721</b>	Inclusion of additional school districts [related to union school districts]	No
<b>16 V.S.A. § 721a</b>	Withdrawal from district	No
<b>16 V.S.A. § 721c</b>	Districts not operating schools	No
<b>16 V.S.A. § 722</b>	Unified union districts	No
<b>16 V.S.A. § 723</b>	Transition to unified district administration	No
<b>16 V.S.A. § 724</b>	Withdrawal from or dissolution of a unified union school district	No
<b>16 V.S.A. § 821</b>	School district to maintain public elementary schools or pay tuition	No
<b>16 V.S.A. § 822</b>	School district to maintain public high schools or pay tuition	No
<b>16 V.S.A. § 822a</b>	Public high school choice	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 826</b>	Notice of tuition rates; special education charges	No
<b>16 V.S.A. § 827</b>	Designation of a public high school or an approved independent high school as the public high school of a school district	No
<b>16 V.S.A. § 829</b>	Prekindergarten education	No
<b>16 V.S.A. § 836</b>	Tuition overcharge or undercharge	No
<b>16 V.S.A. § 906</b>	Course of study [related to public schools generally]	No
<b>20 U.S.C. § 1232f</b>	Records [related to general provisions concerning education]	No
<b>20 U.S.C. § 1232g</b>	Family educational and privacy rights	Yes
<b>20 U.S.C. § 7801</b>	Definitions [related to strengthening and improvement of elementary and secondary schools]	No
<b>CVR 22-000-008</b>	School district organization	No
<b>CVR 22-000-016</b>	Relationship with public, other agencies, and institutions	No

**SRS-1857.1012: Supervisory Union Budget Records**

*Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>16 V.S.A. § 1386</b>	Health services for children	No
<b>16 V.S.A. § 242</b>	Duties of superintendents [related to school supervisory unions]	No
<b>16 V.S.A. § 261a</b>	Duties of supervisory union board	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>16 V.S.A. § 4001</b>	Definitions [related to State funding of local education]	No
<b>16 V.S.A. § 4026</b>	Education fund budget stabilization reserve; creation and purpose	No
<b>16 V.S.A. § 4027</b>	Education fund transfer amounts	No
<b>16 V.S.A. § 4028</b>	Fund payments to school districts	No
<b>16 V.S.A. § 4030</b>	Data submission; corrections [related to school funding]	No
<b>16 V.S.A. § 428</b>	Budget to be voted	No
<b>16 V.S.A. § 496</b>	Books and papers to be turned over to successor [related to incorporated school districts]	No
<b>16 V.S.A. § 511</b>	Budget	No
<b>16 V.S.A. § 515</b>	Payment of a deficit	No
<b>16 V.S.A. § 555</b>	No liability for unauthorized or deficit spending [related to school boards]	No
<b>16 V.S.A. § 562</b>	Powers of electorate	No
<b>16 V.S.A. § 563</b>	Powers of school boards; form of vote if budget exceeds benchmark and district spending is above average	No
<b>16 V.S.A. § 566</b>	Authority to borrow [related to school boards and school districts]	No
<b>16 V.S.A. § 706q</b>	Powers, duties and liabilities of officers; bonds [related to union school districts]	No
<b>16 V.S.A. § 706s</b>	Books and papers to be turned over to successor [related to union school districts]	No
<b>16 V.S.A. § 711a</b>	Establishment of union district budget	No
<b>16 V.S.A. § 711e</b>	Budget votes by Australian ballot [related to union school districts]	No
<b>2 CFR 200</b>	Uniform administrative requirements, cost principles, and audit requirements for federal awards	Yes
<b>24 V.S.A. § 5200</b>	Purpose [related to municipal and county government]	No
<b>24 V.S.A. § 5203</b>	Procedure [related to impact fees]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>32 V.S.A. § 310</b>	Form of annual capital budget and long-range capital program plan	No
<b>32 V.S.A. § 312</b>	Tax expenditure report	No
<b>32 V.S.A. § 5402b</b>	Statewide education tax rate adjustments	No
<b>32 V.S.A. § 701a</b>	Capital construction bill	No
<b>33 V.S.A. § 4603</b>	Powers and duties [related to Building Bright Futures Council]	No

<b>SRS-1857.1126: Supervisory Union Contract Records</b>	<i>Review for Exemption?</i>
--	------------------------------

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>16 V.S.A. § 267</b>	Joint agreements among supervisory unions	No
<b>16 V.S.A. § 496</b>	Books and papers to be turned over to successor [related to incorporated school districts]	No
<b>16 V.S.A. § 559</b>	Public bids [related to school districts]	No
<b>16 V.S.A. § 571</b>	Contracts to construct and operate joint schools	No
<b>16 V.S.A. § 572</b>	Joint boards for joint, contract, or consolidated schools	No
<b>16 V.S.A. § 706s</b>	Books and papers to be turned over to successor [related to union school districts]	No
<b>CVR 22-000-018</b>	Public bids [related to Department of Education]	No
<b>CVR 22-000-023</b>	General rules for prequalification of bidders on contracts over \$500,000 [related to Department of Education]	No





**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**