

Victims Compensation Board

This is a summary of specific record schedules (SRS) issued to this agency. For compliance with 1 V.S.A. § 317a (Management of Public Records) and the agency's specific legal requirements and administrative needs, schedules shall only be used as directed by the agency head or designated records officer.

For copies of the full record schedules as approved by the State Archivist pursuant to 3 V.S.A. § 117, contact the Vermont State Archives and Records Administration.

Crime Victim Claim Records

Crime victims compensation: Disbursing (SRS-1807.1180). This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the disbursing of crime victims compensation. SRS-1807.1180 was first issued on 4/24/2026.

Claims

Cite: SRS-1807.1180.170

Use for claims submitted to the Board related to disbursing compensation to crime victims. Includes bills submitted by or on behalf of applicants and relevant supporting material.

Temporary: Retain until Audit Complete Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.

Decisions

Cite: SRS-1807.1180.133

Use for decisions to grant or deny compensation to crime victims for specific claims for services.

Temporary: Retain until Completed/Closed Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.

Notices, Legal

Cite: SRS-1807.1180.50

Use for official, written statements, notices, or announcements required by law. Includes notices to health care providers and attorneys.

Temporary: Retain until Calendar Year Ends Plus 1 Year(s). Then Destroy.

Use public access/security code: Exempt.

Registers

Cite: SRS-1807.1180.81

Use for registers, databases and similar systems that provide for the systematic and regular recording of authorizing activities. Retain structured data as prescribed in an internal data management plan.

Temporary: Retain until Superseded Plus 0 Year(s). Then Destroy.

Use public access/security code: Exempt.

Reports

Cite: SRS-1807.1180.144

Use for reports and similar narrative statements required by the Board related to evaluating compensation for crime victims. Includes impartial medical expert reports.

Temporary: Retain until Audit Complete Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.

Supporting material

Cite: SRS-1807.1180.36

Use for supplemental records, not otherwise specified in this schedule, created or received during the course of disbursing compensation to crime victims.

Temporary: Retain until Audit Complete Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.

Crime Victim Compensation Eligibility Records

Crime victims compensation: Evaluating (SRS-1807.1098). This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the evaluation of a crime victim's eligibility for compensation that is a direct result of a crime. SRS-1807.1098 was first issued on 4/24/2026.

Applications

Cite: SRS-1807.1098.8

Use for applications submitted to the Board requesting compensation for crime victims. Includes authorizations to obtain information.

Temporary: Retain until Completed/Closed Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.

Decisions

Cite: SRS-1807.1098.133

Use for final Board decisions regarding approval or denial of compensation for crime victims. Includes orders, appeals of preliminary decisions, substantive correspondence, and significant supporting materials.

Temporary: Retain until Life of Asset Ends Plus 3 Year(s). Then Destroy.

Use public access/security code: Redact.

Declarations

Cite: SRS-1807.1098.32

Use for formal statements filed with the Board related to compensation for crime victims. Includes affidavits, law enforcement statements that a crime was committed, and statements indicating the extent of any disability resulting from the crime.

Temporary: Retain until Completed/Closed Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.

Notices, Legal

Cite: SRS-1807.1098.50

Use for formal notifications that are required by law. Includes notices of preliminary denials.

Temporary: Retain until Completed/Closed Plus 1 Year(s). Then Destroy.

Use public access/security code: Redact.

Registers

Cite: SRS-1807.1098.81

Use for registers, databases and similar systems that provide for the systematic and regular recording of authorizing activities. Retain structured data as prescribed in an internal data management plan.

Temporary: Retain until Superseded Plus 3 Year(s). Then Destroy.

Use public access/security code: Exempt.