

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Issued to: Health, Dept. of

Last Revised: 5/21/2024



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

AGENCY OF HUMAN SERVICES SPECIFIC RECORD SCHEDULE: Health, Dept. of

- Authority:** A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule, as defined in 3 V.S.A. § 117(a)(6), that has been approved by the State Archivist. (1 V.S.A. § 317a)
- Scope:** Agency of Human Services (AHS) specific record schedules (SRS) are applicable only to records produced or acquired during the course of AHS business. Records are any written or recorded information, regardless of physical form or characteristics, and include electronic and digital records and data. (1 V.S.A. § 317)
- Use:** AHS and its departments may develop internal policies and procedures to assure SRS requirements are being consistently applied within AHS. For records required to be retained until OBSOLETE, internal policies must clearly state specific retention requirements that best meet AHS' administrative needs. SRS numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a and 3 V.S.A. § 218.
- 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. See Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** Retention and disposition requirements in SRS are applicable to all written and recorded information produced or acquired during the course of AHS business, regardless of media, format, or mode of transmission. Transitory records may be weeded as appropriate in accordance with SRS-1290.1000 (Human Services' Transitory Records) and AHS and department internal policies and procedures.
- Revisions:** If, at any time, the requirements related to the records in an AHS SRS have changed, the SRS is revised by the Vermont State Archives and Records Administration in accordance with the standards of the Statewide Records and Information Management Program (3 V.S.A. § 117) at the time of revision. Upon notification from the AHS records officer responsible for administering the SRS, revisions are done in collaboration with the AHS records officer and representatives of AHS' Records Management Program. (3 V.S.A. § 218)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1811.1063: High-level Radioactive Waste Records

SRS-1811.1063: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the monitoring of high-level radioactive waste.

Classification: High-level radioactive waste (Monitoring)

Retention: Agreements, Plans (reports), Registers, and Reports are permanent (archival) and shall be retained as specified in this schedule and then transferred to agency archives or the Vermont State Archives and Records Administration.

Other records shall be retained as specified in this schedule.

Note: This schedule is subject to change when there are changes made to the Nuclear Regulatory Commission Agreement.

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1811.1063 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1811.1063.5 Agreements Public Access: <i>Redact</i>	Use for written agreements related to monitoring sources of high-level radioactive waste. Includes agreements with the Nuclear Regulatory Commission and extension waivers.	Permanent (Archival)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
SRS-1811.1063.32 Declarations Public Access: <i>General</i>	Use for compliance statements received by the agency from operators of sources of high-level radioactive waste certifying that the usage of such equipment is necessary. For statements that have significant administrative value, use "Reports."	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
SRS-1811.1063.50 Notices, Legal Public Access: <i>General</i>	Use for official, written statements, notices, or announcements that are required by law regarding high-level radioactive waste.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1811.1063.69 Plans (reports) Public Access: <i>Redact</i>	Use for monitoring plans of high-level radioactive waste. Includes schedules.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1811.1063.81 Registers Public Access: <i>Redact</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of the monitoring of high-level radioactive waste. Includes logs.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Archives</p>
<p>SRS-1811.1063.144 Reports Public Access: <i>Redact</i></p>	<p>Use for monitoring reports of high-level radioactive waste and other similar narratives issued by the agency about its monitoring activities. Includes relevant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p>SRS-1811.1063.36 Supporting material Public Access: <i>Redact</i></p>	<p>Use for supporting documentation, not otherwise specified in this schedule, created or received by the agency related to monitoring sources of high-level radioactive waste. Includes data calculations and environmental surveys. For supporting materials that have significant administrative value, use "Reports."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>

SRS-1811.1063 was approved by the Vermont State Archivist on 10/6/2020.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1812.1063: Low-level Radioactive Waste Generation and Radiation-Producing Machines

SRS-1812.1063: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the monitoring of radioactive material that is not high-level radioactive waste, spent nuclear fuel, or byproduct material.

Classification: Low-level radioactive waste (Monitoring)

Retention: Retain reports, declarations, including compliance statements, and plans (reports), until complete/closed, plus three (3) years, and then destroy.

Registers, logs, or similar systems that provide for the systematic and regular recording of activities related to monitoring low-level radioactive waste 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.

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1812.1063 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1812.1063.32 Declarations Public Access: <i>General</i>	Use for compliance statements received by the agency from operators of low-level radioactive waste certifying that the usage of such equipment is necessary. Includes statements explaining the need for dosage increases. For declarations that have significant administrative value, retain permanently and use the retention requirements for Declarations in SRS-1290.1102 (Administrative Policy Records).	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
SRS-1666.1063.50 Notices, Legal Public Access: <i>General</i>	Use for official, written statements, notices, or announcements that are required by law.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1812.1063.69 Plans (reports) Public Access: <i>General</i>	Use for monitoring plans, including schedules.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1812.1063.81 Registers Public Access: <i>General</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of monitoring low-level radioactive waste. Includes logs and log books documenting or tracking performance or use of equipment, space, or information.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>SRS-1812.1063.167 Registrations Public Access: <i>General</i></p>	<p>Use for documents submitted to officially monitor low-level radioactive waste certifying sources of low-level radioactive waste and radiation-producing machines.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1812.1063.144 Reports Public Access: <i>General</i></p>	<p>Use for monitoring reports and similar narratives issued by the agency about its monitoring activities. Includes relevant supporting material such as data calculations and environmental surveys. For reports that have significant administrative value, retain permanently and use the retention requirements for Reports in SRS-1290.1102 (Administrative Policy Records).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>

SRS-1812.1063 was approved by the Vermont State Archivist on 4/11/2019.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1747.1022: Newborn Screening Records

SRS-1747.1022: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the coordination of screening for certain rare and serious diseases and conditions which may not be apparent at birth.

Classification: Newborn screening (Coordinating)

Retention: With the exception of legal notices and registers, retain records related to newborn screening for three (3) years after the case is completed/closed, then destroy. Cases are considered completed/closed once the newborn reaches the age of majority.

Registers or similar systems that provide for the systematic and regular recording of newborn screening 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.

Dried bloodspot specimens shall be managed in accordance with nationally recognized laboratory standards and applicable federal requirements relating to the disposal of human blood and body fluids.

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1747.1022 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1747.1022.141 Authorizations Public Access: <i>Redact</i>	Use for written approvals or disapprovals and similar authorizations related to the screening of a newborn. Includes screening refusals, consent for additional testing purposes and authorizations to destroy bloodspot specimens earlier than one year.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-1747.1022.50 Notices, Legal Public Access: <i>General</i>	Use for official, written statements, notices, or announcements that are required by law. Includes notices that storage of bloodspot specimens has deviated from required conditions.	Temporary (Legal)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1747.1022.153 Referrals Public Access: <i>Redact</i>	Use for formal referrals of individuals to other agencies or programs. Includes referrals and requests for further testing which assist in the interpretation of screening results or clinical findings for the newborn and significant supporting materials.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1747.1022.81 Registers Public Access: <i>Redact</i>	Use for registers, databases and similar systems that provide for the systematic and regular recording of newborn screening activities.	Conditional Archival	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
SRS-1747.1022.144 Reports Public Access: <i>Exempt</i>	Use for assessments, evaluations and similar reports. Includes point-of-care reports and newborn screening test results. Does not include dried bloodspot specimens.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)

SRS-1747.1022 was approved by the Vermont State Archivist on 9/13/2018.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1825.1103: Patient Medical Files

SRS-1825.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the managing of any individual who is receiving needed professional services that are directed by a licensed practitioner of the healing arts. Does not include mental health patients. For mental health patients use: SRS-1282.1103, Mental health patients (Managing).

Classification: Patients (Managing)

Retention: Retain applications, orders, plans (reports), reports and supporting material until completed/closed, plus six (6) years, and then destroy by shredding. Once a professional service is no longer being provided to a patient, the record is considered completed/closed.

Agreements and authorizations shall be retained until expired, plus six (6) years, and then destroyed by shredding.

Registers, databases or similar systems that provide for the systematic and regular recording of activities related to managing patients 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.

Patients must reach the age of majority for the record to be considered completed/closed.

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1825.1103 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1825.1103.5 Agreements Public Access: <i>Exempt</i>	Use for written agreements between parties regarding the management of patients. Includes agreements for care, program requirements and other similar agreements.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1825.1103.141 Authorizations Public Access: <i>Exempt</i>	Use for written documents describing permissions to perform specific activities related to the management of patients. Includes authorizations to receive medication, release of information and other similar authorizations.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1825.1103.50 Notices, Legal Public Access: <i>Exempt</i>	Use for written notifications sent to, or on behalf of, the patient. Includes discharge notices, notice of transfer and other similar notices.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1825.1103.63 Orders Public Access: <i>Exempt</i></p>	<p>Use for orders and directives from an authoritative body in regards to managing patients. Includes orders of commitment, orders of quarantine and other similar orders.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1825.1103.69 Plans (reports) Public Access: <i>Exempt</i></p>	<p>Use for reports describing a proposed or tentative course of action for the management of patients. Includes treatment plans, discharge plans and other similar plans.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1825.1103.81 Registers Public Access: <i>Exempt</i></p>	<p>Use for registers, databases and similar systems that provide for the systematic and regular recording of actions related to managing patients.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>SRS-1825.1103.144 Reports Public Access: <i>Exempt</i></p>	<p>Use for all reports associated with managing patients. 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>SRS-1825.1103.36 Supporting material Public Access: <i>Exempt</i></p>	<p>Use for supporting material. 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-1825.1103 was approved by the Vermont State Archivist on 12/18/2019.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1176.1102: Vital Records Administration

SRS-1176.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of vital records in the State of Vermont.

Classification: Vital records (Administering)

Retention: Retain orders and requests until the action is recorded in the Statewide Registration System or similar system, plus two (2) years, then destroy by shredding.

Records appraised as permanent (archival) shall be retained permanently and are eligible for transfer to the Vermont State Archives and Records Administration when retention requirements have been met.

Registers or similar systems that provide for the systematic and regular recording of actions related to the administration of vital records and the registration of vital events shall be retained permanently.

Other records shall be retained as specified in this schedule.

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1176.1102 (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1176.1102.109 Acknowledgments Public Access: <i>Exempt</i>	Use for voluntary acknowledgments and denials of parentage received by the State Registrar.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives
SRS-1176.1102.5 Agreements Public Access: <i>General</i>	Use for agreements between the State Registrar and issuing agents, local, state and Federal regulatory or law enforcement agencies, and other parties concerning the administration of vital records or registration of vital events. Includes written notices opting out of serving as issuing agents.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1176.1102.8 Applications Public Access: <i>Redact</i>	Use for completed applications for certified copies of vital event certificates received from registrants and other eligible persons by the Department of Health and issuing agents that require manual recording in the Statewide Registration System prior to the issuance of certified copies.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1176.1102.21	Use for vital event certificates in the custody of the State Registrar, the State Archivist or maintained in the office of a town clerk.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed
Certificates			PLUS: 0 Year(s)
Public Access: <i>Redact</i>			THEN: Archives
SRS-1176.1102.50	Use for written notices that are required by law to be issued or received by State Registrar or Commissioner of Health relating to the administration of vital records or the registration of vital events. Use "Agreements" for notices opting out of serving as issuing agents.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Notices, Legal			PLUS: 1 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1176.1102.63	Use for court orders and decrees ordering the State Registrar to correct, complete or amend a vital record or create a new certificate.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Orders			PLUS: 2 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1176.1102.66	Use for permits filed for record in the office of a town clerk for the burial, entombment, removal, or disposal of a dead body.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed
Permits			PLUS: 0 Year(s)
Public Access: <i>General</i>			THEN: Archives
SRS-1176.1102.81	Use for the Statewide Registration System and similar registers, databases, and systems that provide for the systematic and regular recording of actions related to the administration of vital records and the registration of vital events.	Permanent (Archival)	RETAIN UNTIL: Superseded
Registers			PLUS: 0 Year(s)
Public Access: <i>Redact</i>			THEN: Archives
SRS-1176.1102.144	Use for the State Registrar's annual vital statistics report and other reports required by law to be issued by the State Registrar related to the administration of vital records or the registration of vital events.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed
Reports			PLUS: 0 Year(s)
Public Access: <i>General</i>			THEN: Archives
SRS-1176.1102.139	Use for requests for corrections, completions and amendments received by the State Registrar and town clerks. Includes requests for new or delayed certificates. Includes relevant supporting material.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Requests			PLUS: 2 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)
SRS-1176.1102.36	Use for supplemental records, not otherwise specified in this schedule, created or received during the course of administering vital records.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed
Supporting material			PLUS: 1 Year(s)
Public Access: <i>Redact</i>			THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1176.1102 was approved by the Vermont State Archivist on 5/10/2023.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix A: Appraisal Values

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

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix B: Public Access Requirements

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

Access	Description	Usage
Exempt	Records shall not be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320.	Assigned to records that are wholly exempt from public use and inspection pursuant to 1 V.S.A. § 317.
General	Records may be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320.	Assigned to records that are not exempt from public inspection and copying pursuant to 1 V.S.A. § 317.
Redact	Records contain specific information that shall not be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320.	Assigned to records that contain specific information that is exempt from public inspection and copying pursuant to 1 V.S.A. § 317 and require exempt information to be redacted from the records prior to public use, inspection and/or copying.
Review	Records may be provided for free and open examination pursuant to 1 V.S.A. §§ 315-320 but not always. Default value for general schedules, which require agencies to establish internal policies.	Assigned to records that are generally not exempt from public inspection and copying pursuant to 1 V.S.A. § 317 but, in limited circumstances, may be exempt. Internal review and/or policy is required.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix C: Retention Requirements

A retention requirement is the length of time a record must be retained by an agency before it may be destroyed or transferred to the State Archives or an agency archives (also see "Disposition Requirements"). The retention requirements below represent events or triggers that cause records to move from an active to inactive state. An "event" is tied to a specific time requirement: i.e. Retain Until "Calendar Year Ends" PLUS 3 Years.

Retention	Description	Usage
Audit Complete	Retain until an audit or verification is complete.	Assigned to records that are actively used or needed until the information contained therein has been audited or verified.
Calendar Year Ends	Retain until the end of the calendar year.	Assigned to records that are actively used or needed until the end of the calendar year.
Completed/Closed	Retain until the activity or process supported by the record is completed.	Assigned to records that are actively used or needed until the activity is formally completed, closed, or finalized (includes appeals).
Expired	Retain until the conditions or requirements supported by the record are satisfied and no further action is needed.	Assigned to records that are actively used or needed until the conditions or requirements are satisfied and complete.
Fiscal Year Ends	Retain until the end of the fiscal year.	Assigned to records that are actively used or needed until the end of the fiscal year.
Life of Asset Ends	Retain for the life of the person, structure, object, organization, etc. that is the subject of the record.	Assigned to records that are actively used or needed for the life of person, structure, object, organization, etc.
Obsolete	Retain until the record is no longer needed and is valueless.	Assigned to records that have limited administrative value and may be purged when they no longer have any administrative value. Agency must develop internal policy that states when records no longer have administrative value.
Superseded	Retain until the record is superseded, updated, or revised.	Assigned to records that will be superseded, updated, or revised.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix D: Disposition Requirements

A disposition requirement is how an agency must dispose of a record from its legal custody once retention requirements have been met. Disposition is based on the record's appraisal value. If the record has been appraised as non-archival it will be destroyed after retention requirements are met. If appraised as archival the record will be transferred to the State Archives or agency archives for permanent preservation and access. The disposition requirements below represent actions that an agency must take once a record has met its retention requirements.

Disposition	Description	Usage
Archives	Retain permanently. These records are eligible for transfer to the State Archives or agency archives.	Assigned to records that have been appraised as having archival value and are therefore permanent records.
Confirm	Confirm disposition with the Vermont State Archives and Records Administration after retention requirement has been met.	Assigned to records that are maintained in a centralized database or information system or are appraised as conditional archival.
Destroy (General)	Destroy by recycling or deleting the record.	Assigned to records that have been appraised as non-archival and are not exempt from public access. Agency discretion advised for general record schedules.
Destroy (Shred)	Destroy by shredding (includes electronic shredding).	Assigned to records that have been appraised as non-archival and are exempt from public access or contain sensitive information.
Unappraised	Default value for records that have not been appraised.	Assigned to records that have not been appraised and do not yet have retention or disposition requirements.
Weed	Separate records that meet the conditions of a "Vermont Archival Record" from those that do not (temporary).	Assigned to records that have been appraised as conditional archival. Upon weeding the temporary records from the archival records, transfer archival records to Archives and destroy temporary records.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix E: Legal References

SRS-1811.1063: High-level Radioactive Waste Records		<i>Review for Exemption?</i>
10 CFR 2	Agency rules of practice and procedure [related to energy]	Yes
10 CFR 20	Standards for protection against radiation	No
10 CFR 74	Recordkeeping [related to material control and accounting of special nuclear material]	No
10 CFR 9	Public records [related to energy]	Yes
12 V.S.A. § 518	Ionizing radiation injury; latent	No
18 V.S.A. § 1651	Definitions [related to ionizing and nonionizing radiation control]	No
18 V.S.A. § 1652	State radiation control	No
18 V.S.A. § 1653	Federal-state agreements [related to ionizing and nonionizing radiation control]	No
18 V.S.A. § 1654	Inspection [related to ionizing and nonionizing radiation control]	No
26 V.S.A. § 2812	Director; powers and duties [related to radiology]	No
30 V.S.A. § 20	Particular proceedings; personnel [related to public service]	No
42 U.S.C. § 2021	Cooperation with states [related to atomic energy]	No
CVR 13-140-030	Radiological health	No
SRS-1812.1063: Low-level Radioactive Waste Generation and Radiation-Producing Machines		<i>Review for Exemption?</i>
10 CFR 20	Standards for protection against radiation	No
10 CFR 62.2	Definitions [related to criteria and procedures for emergency access to non-federal and regional low-level waste disposal facilities]	No
18 V.S.A. § 1652	State radiation control	No
18 V.S.A. § 1654	Inspection [related to ionizing and nonionizing radiation control]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

CVR 13-140-030 Radiological health No

SRS-1747.1022: Newborn Screening Records *Review for Exemption?*

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. § 521	Medical malpractice	No
12 V.S.A. § 551	Minority, insanity or imprisonment [related to limitations on time for commencing actions]	No
18 V.S.A. § 991	Establishment of Birth Information Network	No
18 V.S.A. § 992	Birth Information Network; confidentiality	No
42 U.S.C. § 300b-11	Clearinghouse of newborn screening information	No
42 U.S.C. § 300b-13	Interagency coordinating committee on newborn and child screening	No
42 U.S.C. § 300b-14	National contingency plan for newborn screening	No
42 U.S.C. § 300b-17	Report by secretary [related to genetic diseases]	No
42 U.S.C. § 300b-8	Improved newborn and child screening for heritable disorders	No
42 U.S.C. § 300b-9	Evaluating the effectiveness of newborn and child screening and followup programs	No
45 CFR 160.103	Definitions [related to general administrative requirements]	No
45 CFR 164.306	Security standards: general rules [related to security and privacy]	Yes
45 CFR 164.502	Uses and disclosures of protected health information: General rules	Yes
CVR 13-140-057	Newborn screening program regulations	No

SRS-1825.1103: Patient Medical Files *Review for Exemption?*

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

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
18 V.S.A. § 1761	Duty of reasonable care; negligence; liability [related to lead poisoning prevention]	No
18 V.S.A. § 1881	Disclosure of protected health information prohibited [related to health care privacy]	Yes
18 V.S.A. § 8003	Personal needs of patient [related to release and discharge]	No
18 V.S.A. § 8006	Visits [related to health]	No
18 V.S.A. § 8007	Conditional discharges [related to health]	No
18 V.S.A. § 8008	Revocation of conditional discharge [related to health]	No
18 V.S.A. § 8009	Administrative discharge [related to health]	No
18 V.S.A. § 8402	Hospitalization [related to mentally ill users of alcohol or drugs]	No
18 V.S.A. § 8403	Length of treatment [related to mentally ill users of alcohol or drugs]	No
18 V.S.A. § 8404	Conditional discharge [related to mentally ill users of alcohol or drugs]	No
18 V.S.A. § 8405	Outside visits [by mentally ill users of alcohol or drugs]	No
28 V.S.A. § 801	Medical care of inmates [related to supervision of adult inmates at the correctional facilities]	No
28 V.S.A. § 801a	Pregnant inmates [related to care of inmates]	No
28 V.S.A. § 801b	Medication-assisted treatment in correctional facilities [related to care of inmates]	No
28 V.S.A. § 808a	Treatment furlough [related to supervision of adult inmates at the correctional facilities]	No
28 V.S.A. § 901	Evaluation and treatment facilities [related to supervision of adult inmates at the correctional facilities]	No
28 V.S.A. § 903	Access to treatment pending appeal; rule [related to supervision of adult inmates at the correctional facilities]	Yes
28 V.S.A. § 905	Legislative intent [related to services for inmates with serious functional impairment]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

28 V.S.A. § 907	Mental health service for inmates; powers and responsibilities of commissioner	No
28 V.S.A. § 908	Access to mental health services; notice [related to supervision of adult inmates at the correctional facilities]	No
42 CFR 2	Confidentiality of alcohol and drug abuse patient records	Yes
42 CFR 403	Special programs and projects [related to public health]	No
42 CFR 482	Conditions of participation for hospitals [related to public health]	No
42 CFR 482.13	Condition of participation: patient's rights.	No
42 CFR 482.24	Condition of participation: medical record services.	No
42 CFR 491	Certification of certain health facilities	No
45 CFR 160	General administrative requirements [related to public welfare]	Yes
45 CFR 164	Security and privacy [related to public welfare]	Yes
CVR 13-130-020	Access to treatment pending appeal #365 [related to Department of Corrections]	No
CVR 13-130-024	The use of administrative and disciplinary segregation for inmates with serious mental illness [related to Department of Corrections]	No

SRS-1176.1102: Vital Records Administration

Review for Exemption?

1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 318a	Executive branch agency Public Records Request System	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

1 V.S.A. § 320	Penalties [related to access to public records]	No
12 V.S.A. § 1695	Records of births, marriages and deaths	No
15 V.S.A. § 606	Action to recover maintenance, child support, and suit money; sanction for noncompliance	No
15 V.S.A. § 816	Amendment of birth certificate	No
15A V.S.A. § 3-801	Report of adoption to State Registrar of Vital Records	No
15A V.S.A. § 3-802	Issuance of new, amended birth certificate	No
15A V.S.A. § 6-107	Release of original birth certificate [related to adoptees]	No
15C V.S.A. § 311	Release of information [related to parentage proceedings]	Yes
18 V.S.A. § 5000	State registrar; duties; authority; statewide registration system; issuing agents [related to vital records]	No
18 V.S.A. § 5001	Duties of custodians [related to vital records generally]	No
18 V.S.A. § 5002	Report of vital statistics; preservation of records; authority to issue	No
18 V.S.A. § 5003	Materials for issuing agents [related to vital records]	No
18 V.S.A. § 5004	Family division of the Superior Court; divorce and dissolution returns	No
18 V.S.A. § 5005	Unorganized towns and gores [related to vital records]	No
18 V.S.A. § 5007	Preservation of data [related to vital records]	No
18 V.S.A. § 5008	Town clerk; recording and indexing procedures	No
18 V.S.A. § 5010	Transmittal of marriage certificates [related to vital records]	No
18 V.S.A. § 5011	Penalty [related to vital records]	No
18 V.S.A. § 5016	Birth and death certificates; copies; inspection	No
18 V.S.A. § 5020	Supervisor of vital records registration	No
18 V.S.A. § 5071	Birth certificates; who to make; return	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

18 V.S.A. § 5072	Notice to parent for correction or completion [related to birth records]	No
18 V.S.A. § 5073	Birth certificate corrections, completions	No
18 V.S.A. § 5074	Penalty [related to birth records]	No
18 V.S.A. § 5075	Issuance of amended or delayed birth certificate	No
18 V.S.A. § 5078	Adoption; new and amended birth certificate	No
18 V.S.A. § 5078a	Certificate of live birth for a foreign born child adopted in Vermont	No
18 V.S.A. § 5080	Effect of new certificate [related to birth records]	No
18 V.S.A. § 5083	Participants in address confidentiality program [related to birth records]	Yes
18 V.S.A. § 5112	Issuance of new birth certificate; change of sex	Yes
18 V.S.A. § 5131	Issuance of civil marriage license; solemnization; return of civil marriage certificate; registration	No
18 V.S.A. § 5148	Evidence of marriage [related to civil marriage records and licenses]	No
18 V.S.A. § 5150	Correction of marriage certificate	No
18 V.S.A. § 5151	Delayed certificates of civil marriage	No
18 V.S.A. § 5167	Evidence of civil union	No
18 V.S.A. § 5168	Correction of civil union certificate	No
18 V.S.A. § 5169	Delayed certificates of civil union	No
18 V.S.A. § 5201	Permits; removal of bodies; cremation; waiting period; investigation into circumstances of death	No
18 V.S.A. § 5202	Report of death; death certificate; duties of licensed health care professional	No
18 V.S.A. § 5202a	Correction, completion, or amendment of death certificate	No
18 V.S.A. § 5205	Death certificate when no attending physician and in other circumstances; autopsy	Yes
18 V.S.A. § 5207	Certificate furnished family; burial-transit permit	No

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

18 V.S.A. § 5208	Health department; report on statistics [related to deaths, burials, autopsies]	No
18 V.S.A. § 5209	Death out of state; burial permit	No
18 V.S.A. § 5222	Reports [related to deaths, burials, and autopsies]	Yes
20 CFR 422.103	Social security numbers	No
42 U.S.C. § 242k	National Center for Health Statistics	No
42 U.S.C. § 666	Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement	No