

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**Issued to: Vermont Labor Relations Board**

**Published: 5/21/2024**



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

**AGENCY SPECIFIC RECORD SCHEDULE FOR: Vermont Labor Relations Board**

- 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 (Vermont Labor Relations Board) may develop its own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied across the agency. For records required to be retained until OBSOLETE, an internal policy that clearly states specific retention requirements that best meet the agency's administrative needs is highly advised. Specific Record Schedule (SRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.
- Exemptions:** It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Some records listed on this record schedule may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** This agency specific record schedule reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Duplicates or copies of records shall not be retained longer than the original records.

**Adopted by:**

**Signature on file. Signed by Chair Robert Greemore on 5/17/2024**

*Robert Greemore, Chair / Vermont Labor Relations Board*

*Date*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-1965.1108: Labor Relations Cases**

*SRS-1965.1108: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the adjudication of labor disputes.*

**Classification:** Labor disputes (Adjudicating)

**Retention:** Decisions and dockets for labor dispute proceedings are archival and shall be retained permanently. Archival records are eligible for transfer into the Vermont State Archives once the case is completed/closed, plus six (6) years. Completed/closed means the Labor Relations Board has issued a final decision on the adjudication of labor disputes.

Retain exhibits and pleadings until the case is complete/closed, then destroy unless the exhibit and/or pleading is incorporated by reference into the final decision. Exhibits and pleadings incorporated by reference into the final decision shall be retained permanently and are eligible for transfer into the Vermont State Archives once case is completed/closed, plus six (6) years.

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 adjudication process may be weeded as appropriate in accordance with SRS-1966.1000 (Vermont Labor Relations Board Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1965.1108 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1965.1108.133</b> <b>Decisions</b> Public Access: <i>General</i>	Use for written evidence of final decisions in labor dispute proceedings. Includes final orders and agreements, initiating petitions and responses, documentary exhibits and pleadings incorporated by reference in final decisions, and significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives
<b>SRS-1965.1108.117</b> <b>Dockets</b> Public Access: <i>General</i>	Use for dockets, recording books, databases, and similar records and systems that provide for the systematic and regular recording of labor dispute proceedings.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives
<b>SRS-1965.1108.40</b> <b>Exhibits</b> Public Access: <i>General</i>	Use for documentary exhibits offered or admitted into evidence in proceedings. For exhibits incorporated by reference in the final decision, use "Decisions."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)

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<p><b>SRS-1965.1108.50</b>  <b>Notices, Legal</b>  Public Access: <i>General</i></p>	<p>Use for certificates of service, notices of filings, and other notices required by law. Includes returned certified mail.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1965.1108.63</b>  <b>Orders</b>  Public Access: <i>General</i></p>	<p>Use for directions or commands, delivered during labor dispute proceedings that do not serve as final decisions. Includes evidentiary rulings, and similar temporary or provisional rulings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 6 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1965.1108.126</b>  <b>Pleadings</b>  Public Access: <i>General</i></p>	<p>Use for written statements, claims, and defenses made by parties in labor dispute proceedings. Includes briefs, memoranda, motions, or similar filings by either party. For initiating petitions and responses and pleadings incorporated by reference into final decisions, use "Decisions."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 6 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1965.1108.121</b>  <b>Subpoenas</b>  Public Access: <i>General</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-1965.1108.36</b>  <b>Supporting material</b>  Public Access: <i>General</i></p>	<p>Use for supplemental records, not otherwise specified in this schedule, created or received in labor dispute proceedings. Includes pre-trial testimony, additional filings, certifications, hearing recordings, investigations, transcripts, receipts, attorney work-product, and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 1 Year(s)  THEN: Destroy (General)</p>

**SRS-1965.1108 was approved by the Vermont State Archivist on 4/9/2024.**

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**SRS-1968.1108: Last Best Offer Cases and Mediator/Fact Finding Appointments**

*SRS-1968.1108: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the adjudication of collective bargaining.*

**Classification:** Collective bargaining (Adjudicating)

**Retention:** Decisions and dockets for collective bargaining proceedings are archival and shall be retained permanently. Archival records are eligible for transfer into the Vermont State Archives once the case is completed/closed, plus six (6) years. Completed/closed means the Labor Relations Board has issued a final decision on the adjudication of collective bargaining or a mediator, fact finder or arbitrator appointment.

Retain exhibits and pleadings until the case is complete/closed, then destroy unless the exhibit and/or pleading is incorporated by reference into the final decision. Exhibits and pleadings incorporated by reference into the final decision shall be retained permanently and are eligible for transfer into the Vermont State Archives once case is completed/closed, plus six (6) years.

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 adjudication process may be weeded as appropriate in accordance with SRS-1966.1000 (Vermont Labor Relations Board Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1968.1108 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1968.1108.133</b> <b>Decisions</b> Public Access: <i>General</i>	Use for written evidence of final decisions in collective bargaining proceedings. Includes final orders and agreements, initiating petitions and responses, documentary exhibits and pleadings incorporated by reference in final decisions, mediator, fact finder and arbitrator appointments, and significant supporting material.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives
<b>SRS-1968.1108.117</b> <b>Dockets</b> Public Access: <i>General</i>	Use for dockets, recording books, databases, and similar records and systems that provide for the systematic and regular recording of collective bargaining proceedings.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives

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<p><b>SRS-1968.1108.40</b> <b>Exhibits</b> Public Access: <i>General</i></p>	<p>Use for documentary exhibits offered or admitted into evidence in proceedings. For exhibits incorporated by reference in the final decision, use "Decisions."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1968.1108.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for certificates of service, notices of filings, and other notices required by law. Includes returned certified mail.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1968.1108.63</b> <b>Orders</b> Public Access: <i>General</i></p>	<p>Use for directions or commands, delivered during collective bargaining proceedings that do not serve as final decisions. Includes evidentiary rulings, and similar temporary or provisional rulings.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1968.1108.126</b> <b>Pleadings</b> Public Access: <i>General</i></p>	<p>Use for written statements, claims, and defenses made by parties in collective bargaining proceedings. Includes briefs, certifications of last best offer and of impasse, fact finder reports, memoranda, motions, or similar filings by either party. For initiating petitions and responses and pleadings incorporated by reference into final decisions, use "Decisions."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1968.1108.121</b> <b>Subpoenas</b> Public Access: <i>General</i></p>	<p>Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-1968.1108.36</b> <b>Supporting material</b> Public Access: <i>General</i></p>	<p>Use for supplemental records, not otherwise specified in this schedule, created or received in collective bargaining proceedings. Includes pre-trial testimony, additional filings, certifications, hearing recordings, investigations, transcripts, receipts, attorney work-product, and similar records.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>

**SRS-1968.1108 was approved by the Vermont State Archivist on 4/9/2024.**

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**SRS-1294.1107: Unit Determination and Representation Case Files**

*SRS-1294.1107: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the certification of collective bargaining units and their representation, including unit determination, clarification, and representative elections.*

**Classification:** Collective bargaining units (Certifying)

**Retention:** Decisions and dockets for collective bargaining unit cases or representation proceedings are archival and shall be retained permanently. Archival records are eligible for transfer into the Vermont State Archives once the case is completed/closed, plus six (6) years. Completed/closed means the Labor Relations Board has issued a final decision on the certification, non-certification or decertification of the bargaining unit and/or representative.

Retain exhibits and pleadings until the case is complete/closed, then destroy unless the exhibit and/or pleading is incorporated by reference into the final decision. Exhibits and pleadings incorporated by reference into the final decision shall be retained permanently and are eligible for transfer into the Vermont State Archives once case is completed/closed, plus six (6) years.

Registers or similar systems that provide for the systematic and regular recording of collective bargaining unit cases or in representation proceedings shall be retained until the system is superseded and then shall be retained permanently.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of collective bargaining unit cases or in representation proceedings may be weeded as appropriate in accordance with SRS-1966.1000 (Vermont Labor Relations Board Transitory Records).

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1294.1107 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-1294.1107.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for written arrangements between parties in collective bargaining unit cases or in representation proceedings. Includes amendments, consent election agreements, stipulations, and waivers.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)
<b>SRS-1294.1107.129</b> <b>Ballots</b> Public Access: <i>General</i>	Use for ballots, signature cards, and petitions used to signify personal choice in collective bargaining unit and representation elections.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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<b>SRS-1294.1107.133</b>	Use for written evidence of final decisions in collective bargaining unit cases and representation proceedings. Includes final orders of election, initiating petitions and responses, decertifications of representation, documentary exhibits and pleadings incorporated by reference in final decisions, and significant supporting materials.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives
<b>Decisions</b>			
Public Access: <i>General</i>			
<b>SRS-1294.1107.117</b>	Use for dockets, recording books, databases, and similar records and systems that provide for the systematic and regular recording of collective bargaining unit and representation proceedings.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Archives
<b>Dockets</b>			
Public Access: <i>General</i>			
<b>SRS-1294.1107.40</b>	Use for documentary exhibits offered or admitted into evidence in proceedings. For exhibits incorporated by reference in the final decision, use "Decisions."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)
<b>Exhibits</b>			
Public Access: <i>General</i>			
<b>SRS-1294.1107.55</b>	Use for lists of employees eligible to vote in collective bargaining unit and representation elections.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>Lists</b>			
Public Access: <i>General</i>			
<b>SRS-1294.1107.50</b>	Use for certificates of service, notices of filings, and other notices required by law. Includes returned certified mail, notices of hearing notices and notices of election.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>Notices, Legal</b>			
Public Access: <i>General</i>			
<b>SRS-1294.1107.126</b>	Use for written statements, claims, and defenses made by parties in collective bargaining unit and representation proceedings. Includes briefs, memoranda, motions, or similar records by either party. For initiating petitions, including petitions for election and decertification, responses, and pleadings incorporated by reference into final decisions, use "Decisions."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)
<b>Pleadings</b>			
Public Access: <i>General</i>			
<b>SRS-1294.1107.81</b>	Use for registers, databases and similar systems that provide for the systematic and regular recording of collective bargaining units. Includes the Vermont Unions Database.	Permanent (Archival)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Archives
<b>Registers</b>			
Public Access: <i>General</i>			

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<b>SRS-1294.1107.121</b> <b>Subpoenas</b> Public Access: <i>General</i>	Use for written commands for sworn testimony at a specified time and place and/or for the production of or access to information.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-1294.1107.36</b> <b>Supporting material</b> Public Access: <i>General</i>	Use for supplemental records, not otherwise specified in this schedule, created or received in collective bargaining unit and representation proceedings. Includes pre-trial testimony, additional filings, certifications, hearing recordings, investigations, transcripts, receipts, attorney work-product, and similar records.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)

**SRS-1294.1107** was approved by the Vermont State Archivist on 4/9/2024.



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## 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.

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## 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.

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## 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.

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## 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.

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## Appendix E: Legal References

SRS-1965.1108: Labor Relations Cases		<i>Review for Exemption?</i>
1 V.S.A. § 315	Statement of policy; short title [related to access to public records]	Yes
1 V.S.A. § 316	Access to public records and documents	No
1 V.S.A. § 317	Definitions; public agency; public records and documents; exemptions	Yes
1 V.S.A. § 317a	Management of public records	No
1 V.S.A. § 318	Procedure [related to access to public records]	No
1 V.S.A. § 318a	Executive branch agency Public Records Request System	No
1 V.S.A. § 319	Enforcement [related to access to public records]	No
1 V.S.A. § 320	Penalties [related to access to public records]	No
12 V.S.A. § 5606	Indemnification of employees [related to tort claims against the state]	No
20 V.S.A. § 1921	Personnel administration rules [related to internal security and public safety]	No
21 V.S.A. § 1505	Application [related to Vermont State Labor Relations Act]	No
21 V.S.A. § 1544	Rules and regulations [related to Vermont State Labor Relations Act]	No
21 V.S.A. § 1622	Prevention of unfair labor practices [related to Vermont State Labor Relations Act]	No
21 V.S.A. § 1623	Judicial review [related to Vermont State Labor Relations Act]	No
21 V.S.A. § 1727	Prevention of unfair labor practices [related to Vermont Municipal Labor Relations Act]	No
21 V.S.A. § 1729	Enforcement and review [related to Vermont Municipal Labor Relations Act]	No
21 V.S.A. § 496	Legislative leave [related to employment practices]	No
3 V.S.A. § 1001	Grievances; applicants and excluded personnel [related to State Employees Labor Relations Act]	No

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<b>3 V.S.A. § 1002</b>	Enforcement [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 1003</b>	Judicial review; stay pending appeal [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 1015</b>	Designation of managerial, supervisory and confidential employees	No
<b>3 V.S.A. § 1017</b>	Grievance procedures; binding arbitration [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1019</b>	Mediation-arbitration [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1020</b>	Reports arbitration; costs [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1030</b>	Prevention of unfair practices [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1041</b>	Grievances; applicants and excluded personnel [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1042</b>	Enforcement [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1043</b>	Judicial review; stay pending appeal [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 331</b>	Temporary employees	No
<b>3 V.S.A. § 809</b>	Contested cases; notice; hearing; records [related to administrative procedure]	No
<b>3 V.S.A. § 809a</b>	Enforcement of subpoenas; compulsion of testimony	No
<b>3 V.S.A. § 809b</b>	Modification of subpoena or discovery order	No
<b>3 V.S.A. § 810</b>	Rules of evidence; official notice [related to administrative procedure]	No
<b>3 V.S.A. § 811</b>	Examination of evidence by agency [related to administrative procedure]	No
<b>3 V.S.A. § 812</b>	Decisions and orders [related to administrative procedure]	No
<b>3 V.S.A. § 813</b>	Ex parte consultations	No
<b>3 V.S.A. § 815</b>	Judicial review of contested cases [related to administrative procedure]	No
<b>3 V.S.A. § 929</b>	Records to be public [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 965</b>	Prevention of unfair practices [related to State Employees Labor Relations Act]	No

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<b>V.R.A.P. 10</b>	The record on appeal	No
<b>V.R.A.P. 12</b>	Docketing the appeal; filing of the record	No
<b>VLRB Rules of Practice, Article 12</b>	General rules [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 15</b>	Disputes over designation of managerial, supervisory, confidential and non-management employees [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 16</b>	Unfair labor practices [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 17</b>	Mediation and fact-finding [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 18</b>	Grievances [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 19</b>	Miscellaneous appeals pursuant to State Employees Labor Relations Act	No
<b>VLRB Rules of Practice, Article 22</b>	General rules [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 26</b>	Unfair labor practices [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 27</b>	Mediation [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 28</b>	List of mediators and fact-finders [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 32</b>	General rules [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 34</b>	Unit clarification petition [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 35</b>	Unfair labor practices [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 36</b>	Mediation [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 37</b>	List of mediators and fact-finders [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 42</b>	Claims against state employees [related to part 4 - miscellaneous state provisions]	No
<b>VLRB Rules of Practice, Article 43</b>	Indemnification of State employees [related to part 4 - miscellaneous State provisions]	No
<b>VLRB Rules of Practice, Article 44</b>	Disciplinary action against state police members [related to part 4 - miscellaneous State provisions]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>VLRB Rules of Practice, Article 45</b>	Legislative leave [related to part 4 - miscellaneous State provisions]	No
<b>VLRB Rules of Practice, Article 46</b>	Temporary state employees [related to part 4 - miscellaneous state provisions]	No
<b>VLRB Rules of Practice, Article 52</b>	General rules [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 53</b>	Representation proceedings [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 54</b>	Unit clarification petition [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 55</b>	Disputes over designation of managerial, supervisory, confidential and non-management employees [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 56</b>	Unfair labor practices [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 57</b>	Mediation and fact-finding [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 58</b>	Grievances [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 59</b>	Miscellaneous appeals pursuant to Judiciary Employees Labor Relations Act	No

<b>SRS-1968.1108: Last Best Offer Cases and Mediator/Fact Finding Appointments</b>	<i>Review for Exemption?</i>
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<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 318a</b>	Executive branch agency Public Records Request System	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>21 V.S.A. § 1544</b>	Rules and regulations [related to Vermont State Labor Relations Act]	No
<b>21 V.S.A. § 1731</b>	Mediation [related to Vermont Municipal Employees Labor Relations Act]	No



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>21 V.S.A. § 1732</b>	Fact-finding [related to the Municipal Employees Labor Relations Act]	No
<b>3 V.S.A. § 1002</b>	Enforcement [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 1003</b>	Judicial review; stay pending appeal [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 1018</b>	Mediation; fact-finding; last best offer [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1020</b>	Reports arbitration; costs [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1036</b>	Agreements; limitations, renegotiation, and renewal [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1042</b>	Enforcement [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 1043</b>	Judicial review; stay pending appeal [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 809</b>	Contested cases; notice; hearing; records [related to administrative procedure]	No
<b>3 V.S.A. § 809a</b>	Enforcement of subpoenas; compulsion of testimony	No
<b>3 V.S.A. § 809b</b>	Modification of subpoena or discovery order	No
<b>3 V.S.A. § 810</b>	Rules of evidence; official notice [related to administrative procedure]	No
<b>3 V.S.A. § 811</b>	Examination of evidence by agency [related to administrative procedure]	No
<b>3 V.S.A. § 812</b>	Decisions and orders [related to administrative procedure]	No
<b>3 V.S.A. § 813</b>	Ex parte consultations	No
<b>3 V.S.A. § 815</b>	Judicial review of contested cases [related to administrative procedure]	No
<b>3 V.S.A. § 925</b>	Mediation; fact finding [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 929</b>	Records to be public [related to State Employees Labor Relations Act]	No
<b>V.R.A.P. 10</b>	The record on appeal	No
<b>V.R.A.P. 12</b>	Docketing the appeal; filing of the record	No
<b>VLRB Rules of Practice, Article 12</b>	General rules [related to part 1 - State Employees Labor Relations Act]	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>VLRB Rules of Practice, Article 17</b>	Mediation and fact-finding [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 22</b>	General rules [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 27</b>	Mediation [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 28</b>	List of mediators and fact-finders [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 32</b>	General rules [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 36</b>	Mediation [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 37</b>	List of mediators and fact-finders [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 42</b>	Claims against state employees [related to part 4 - miscellaneous state provisions]	No
<b>VLRB Rules of Practice, Article 52</b>	General rules [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 57</b>	Mediation and fact-finding [related to part 5 - Judiciary Employees Labor Relations Act]	No

<b>SRS-1294.1107: Unit Determination and Representation Case Files</b>	<i>Review for Exemption?</i>
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<b>21 V.S.A. § 1543</b>	Appropriate unit; basis for determination [related to Vermont State Labor Relations Act]	No
<b>21 V.S.A. § 1581</b>	Petitions for election; filing, investigations, hearings, determinations [related to Vermont State Labor Relations Act]	No
<b>21 V.S.A. § 1584</b>	Petitions and election to rescind representative's authority [related to Vermont State Labor Relations Act]	No
<b>21 V.S.A. § 1585</b>	Election conduct [related to Vermont State Labor Relations Act]	No
<b>21 V.S.A. § 1724</b>	Certification procedure [related to Vermont Municipal Labor Relations Act]	No
<b>3 V.S.A. § 1021</b>	Unit determination; certification [related to Judiciary Employees Labor Relations Act]	No
<b>3 V.S.A. § 809</b>	Contested cases; notice; hearing; records [related to administrative procedure]	No
<b>3 V.S.A. § 809a</b>	Enforcement of subpoenas; compulsion of testimony	No
<b>3 V.S.A. § 809b</b>	Modification of subpoena or discovery order	No

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

<b>3 V.S.A. § 810</b>	Rules of evidence; official notice [related to administrative procedure]	No
<b>3 V.S.A. § 811</b>	Examination of evidence by agency [related to administrative procedure]	No
<b>3 V.S.A. § 812</b>	Decisions and orders [related to administrative procedure]	No
<b>3 V.S.A. § 813</b>	Ex parte consultations	No
<b>3 V.S.A. § 815</b>	Judicial review of contested cases [related to administrative procedure]	No
<b>3 V.S.A. § 941</b>	Unit determination, certification, and representation [related to State Employees Labor Relations Act]	No
<b>3 V.S.A. § 942</b>	Election conduct [related to State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 13</b>	Representation proceedings [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 14</b>	Unit clarification petition [related to part 1 - State Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 23</b>	Representation proceedings [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 24</b>	Unit clarification petition [related to part 2 - State Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 25</b>	Petition and election to rescind representative's authority	No
<b>VLRB Rules of Practice, Article 33</b>	Representation proceedings [related to part 3 - Municipal Employee Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 34</b>	Unit clarification petition [related to part 3 - Municipal Employee Relations Act]	No
<b>VLRB Rules of Practice, Article 53</b>	Representation proceedings [related to part 5 - Judiciary Employees Labor Relations Act]	No
<b>VLRB Rules of Practice, Article 54</b>	Unit clarification petition [related to part 5 - Judiciary Employees Labor Relations Act]	No