

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **9795**

August 13, 1996

Date .....

July 29, 1996

To Custodian of Public Records

All Muncipal Police Departments

Office .....

Address .....

Your request dated ..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
1.	Detective Bureau Sign In/Out Sheet	Items 1 and 2 superseded by SRS-1819.1103.145 (Law Enforcement Operational/Managerial, record type Worksheets)
2.	Daily Assignment Sheet	Items 1 and 2 superseded by SRS-1819.1103.145 (Law Enforcement Operational/Managerial, record type Worksheets)
3.	Court Date Assignment Sheet	Item 3 superseded by SRS-1819.1000.80 (Law Enforcement Transitory Records, record type Reference Sources)
4.	Shift Selection Bids	Item 4 superseded by SRS-1819.1000.139 (Law Enforcement Transitory Records, record type, Requests)
5.	Cruiser Fill Up Log	Item 5 superseded by SRS-1819.1103.145 (Law Enforcement Operational/Managerial, record type Worksheets)

*[Signature]*  
 Public Records Director

Approved: *[Signature]*  
 Chairman, Public Records Advisory Board

1. Record Custodian
2. PRD-Numerical
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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **9796**

August 13, 1996



Date .....  
 July 29, 1996

To Custodian of Public Records  
 All Municipal Police Departments  
 .....  
 Office .....  
 Address .....

Your request dated .....  
 asking permission for continuing authority for disposition of certain  
 public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following  
 records as listed below, will have no further value after the specified  
 period of time. Continuing Authority for disposition of the same is  
 hereby granted, after the retention period indicated, and you are ordered  
 to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
1.	Personnel Records - Annual Evaluations - Correspondence directed to an employee - Application paperwork: Personal History Information Oral Board Notes and Scores Polygraph Results Background Reports Test Results; Written, MMPI, Physical Standards All other hiring documentation - Copy of Special and Regular Police Commissions	50 years from date of hire, if hired One year if not hired
2.	First Report of Injury	50 years from date of hire
3.	Training Records - Field Training Reports - Police Academy Certificates	50 years from date of hire
4.	Department of Motor Vehicle Fleet Log	Item 4 superseded by SRS-1819.1103.145 (Law Enforcement Operational/Managerial, record type Logs)  Item 5 superseded by SRS-1819.1102.144 (Law Enforcement Operational/Managerial, record type Reports)
5.	Department Annual Report	

  
 Public Records Director  
 Approved:   
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **9797**

August 13, 1996

Date .....  
 July 29, 1996

To Custodian of Public Records

All Municipal Police Departments

Office .....

Address .....

Your request dated ..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
6.	Departmental Rules and Operational Policies	Item 6 superseded by SRS-1819.1102.70 (Law Enforcement Admin. Policy Records, record type Policies) Item 7 superseded by SRS-1821.1100 (Criminal Investigations), or SRS-1819.1000 (Law Enforcement Transitory Records) if determined not a criminal offense Item 8 superseded by SRS-1819.1103.145 (Law Enforcement Operational/Managerial, record type Logs)
7.	Fatal Motor Vehicle Accidents	
8.	Police Daily Log	
9.	All materials related to an internal investigation	Seven years
10.	Fiscal Records - All materials related to grant applications - Supply Order Form	Item 10 superseded by SRS-1819.1102.173 (Law Enforcement Admin. Policy Records, record type Grants) and GRS-1000.1002.84 (Accounting Records, record type Requisitions)  Item 11 superseded by SRS-1818.1129 (Civil Violation Complaints) or SRS-1821.1100 (Criminal Investigations)
11.	Misdemeanor & City Ordinance Court Cases	
12.	Felony Court Cases	Items 12, 13, 14 and 15 superseded by SRS-1821.1100 (Criminal Investigations)
13.	Homicides or Death	
14.	Misdemeanor Juvenile Court Cases	
15.	Felony Juvenile Court Cases	
16.	Monthly Police Commission Packets	Seven years
17.	Daily Time Sheet	Six months

*A. John Gannon*  
 Public Records Director

Approved: .....  
*D. Gregory Sanford*  
 Chairman, Public Records Advisory Board

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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **9798**

August 13, 1996

Date .....  
 July 29, 1996

To Custodian of Public Records

All Municipal Police Departments

Office .....

Address .....

Your request dated ..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
18.	Vacation/Leave Request Form	Item 18 superseded by 1819.1000.139 (Law Enforcement Transitory Records, record type Requests) Item 19 superseded by 1819.1103.145 (Law Enforcement Operational/Managerial, record type Logs)
19.	Department Equipment Sign-out Sheet	
20.	Permit Information Sheet	One year
21.	In-House Records Request Form	Item 21 superseded by 1819.1000.139 (Law Enforcement Transitory Records, record type Requests) Item 22 superseded by 1819.1103.144 (Law Enforcement Operational/Managerial, record type Reports) Item 23 superseded by 1819.1000.139 (Law Enforcement Transitory Records, record type Requests) Item 24 superseded by 1819.1000.28 [Law Enforcement Transitory Records, record type Correspondence (Routine)] Item 25 superseded by 1819.1103.145 (Law Enforcement Operational/Managerial, record type Logs) Item 26 superseded by 1818.1129.144 (Law Enforcement Civil Violation Complaints, record type Reports) Items 27, 28 and 29 superseded by 1818.1129.24 (Civil Violation Complaints, record type Complaints) Item 30 superseded by 1818.1129,144 (Law Enforcement Civil Violation Complaints, record type Reports)
22.	Vehicle Maintenance/Record Report	
23.	Property Replacement Request Form	
24.	Property Notification Letter	
25.	Evidence and Property Logs	
26.	Motor Vehicle Impound Form	
27.	Parking Tickets	
28.	Paid City Ordinance Tickets	
29.	Traffic Tickets	
30.	Animal Impound Form	

*[Signature]*  
 Public Records Director

Approved: *[Signature]*  
 Chairman, Public Records Advisory Board

- 1. Record Custodian
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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **9799**

August 13, 1996

Date .....  
 July 29, 1996

To Custodian of Public Records  
 All Municipal Police Departments  
 .....  
 Office .....  
 Address .....

Your request dated ..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
31.	Police Commission Meeting Notices	Item 31 superseded by 1819.1102.32 (Law Enforcement Adim. Policy Records, record type Declarations) Item 32 superseded by 1819.1103.145 (Law Enforcement Operational/Managerial, record type Logs)
32.	Radar Repair Report/Radar Log	
33.	Employee Schedules	One month minimum or per Collective Bargaining Contract
34.	General Correspondence	Item 34 superseded by 1819.1000.28 [Law Enforcement Transitory Records, record type Correspondence (Routine)]  Items 35, 36 and 37 superseded by 1819.1103.145 (Law Enforcement Operational/Managerial, record type Logs)
35.	Bicycle Registration Forms	
36.	Non-Investigated Accidents	
37.	Criminal Record Log	
38.	Ride Along Application	Seven years
39.	Animal Bite Report Form	Item 39 superseded by 1818.1129.24 (Civil Violation Complaints, record type Complaints)
40.	Citizen Complaint Against Police Personnel	
41.	Department Use of Force Report	Seven years
42.	Application to be Notary Public	Item 42 superseded by 1819.1000.139 (Law Enforcement Transitory Records, record type Requests)

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*A. Peter J. ...*  
 Public Records Director

Approved: *D. Green ...*  
 Chairman, Public Records Advisory Board

- 1. Record Custodian
- 2. PRD-Numerical
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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **9800**

August 13, 1996

Date .....

July 29, 1996

To Custodian of Public Records

All Municipal Police Departments



Office .....

Address .....

Your request dated ..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
43.	General Calls for Service: - Investigation with no arrest - Domestic disturbances - Noise disturbances - Suspicion complaints - Welfare/Safety checks	<div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">             Item 43 superseded by 1818.1129              (Civil Violation Complaints)           </div>
44.	State Accident Reports - Unless Fatal	Seven years
45.	Police Commission Meeting Minutes	<div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">             VOID              OUTDATED NO LONGER VALID           </div>

  
 Public Records Director  
 Approved:   
 Chairman, Public Records Advisory Board

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORDS DIVISION**  
 Middlesex, Vermont

No. **009903**

To: Custodian of Public Records

Date.....February 27, 1998.....

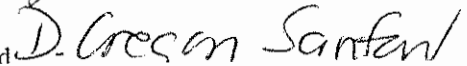
All Fire/Rescue Squads

Your request dated...December 12, 1997..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p><b>Ambulance Run Reports</b>            Incident run reports contain information detailing patient identity, medical condition and history, treatments administered, defibrillation reports, vital signs, general condition, assesment and nature of injuries or illness and other pertinent information.</p> <p>VT EMS contacted, consulted with staff attorneys. They presently keep record copy on file, plan to do so indefinitely. They felt that 7 years was appropriate retention at the municipal level. Should be confidential.</p>	<p style="color: red; border: 1px solid red; padding: 5px;">Item .001 superseded by SRS-1821.1100.36 (Criminal Investigations, record type Supporting Material) OR SRS-1818.1129.36 (Civil Violation Complaints, record type Supporting Material)</p>

Approved:   
 Public Records Director

Approved: 

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORDS DIVISION**  
 Middlesex, Vermont

No. **009967**

To: Custodian of Public Records


Date.....**May 13, 1999**.....

**All Municipal Police Departments**  
**Sherrifs Departments**  
**Dept. of Public Safety**

Your request dated...**February 22, 1999**  
 asking permission for continuing authority for  
 disposition of certain public records has been  
 considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director  
 that the following records as listed below, will have  
 no further value after the specified period of time.  
 Continuing Authority for disposition of the same is  
 hereby granted, after the retention period indicated,  
 and you are ordered to make record of this authority  
 in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p><b>Police Cruiser Videotape Logs</b></p> <p>Cruiser video camera records when blue lights come on or officer activates camera. Records the stop through the windshield of car.</p>	<p style="color: red;">Item .001 superseded            by SRS-1819.1103.145            (Law Enforcement            Operational/Managerial,            record type Logs)</p>

Approved: .....  
 Public Records Director

Approved: .....  
 Chairman, Public Records Advisory Board