

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**Issued to: Municipal Library, Board of Trustees**

**Last Revised: 6/21/2023**



Vermont State Archives and Records Administration

Vermont Office of the Secretary of State

**AGENCY SPECIFIC RECORD SCHEDULE FOR: Municipal Library, Board of Trustees**

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

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**SRS-2032.1102: Municipal Libraries Administrative Policy Records**

*SRS-2032.1102: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the administration of a public library established by a municipality for the use of its residents, the library's board of trustees, and/or the formulation or development of policy.*

**Classification:** Municipal libraries (Administering)

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

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

Transitory records created or received by a municipal library shall be weeded as appropriate in accordance with SRS-2032.1000 (Municipal Libraries' Transitory Records).

**Public Access:** General

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2032.1102 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-2032.1102.138</b> <b>Accounts (Statements)</b> Public Access: <i>General</i>	Use for written narratives and similar recorded accounts, including electronic recordings of public meetings of municipal library business that are legally required to be produced. For statements and recorded accounts that have significant administrative value, retain permanently and use "Reports" or, if electronic recordings of public meetings, use "Minutes."	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-2032.1102.4</b> <b>Agendas</b> Public Access: <i>General</i>	Use for written lists or programs of things to be done or considered at a public meeting by the library's board of trustees. Minutes must accurately reflect the agenda otherwise retain permanently and use "Minutes." Includes significant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-2032.1102.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for formal agreements, such as memorandums of understanding, concerning policies and procedures. Includes significant supporting material. Use "Grants" for agreements related to Federal awards.	Temporary (Legal)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)

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<p><b>SRS-2032.1102.19</b> <b>Calendars</b> Public Access: <i>General</i></p>	<p>Use for schedules of library's board of trustees meetings and related events.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-2032.1102.53</b> <b>Correspondence (Substantive)</b> Public Access: <i>General</i></p>	<p>Use for any correspondence transmitted or received by a municipal library and its board of trustees that has significant administrative value and/or documents policy development. Includes opinions and memoranda of decisions. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-2032.1102.173</b> <b>Grants</b> Public Access: <i>General</i></p>	<p>Use for documentation of awards of financial assistance from a government agency or philanthropic organization to carry out a public purpose of support or stimulation authorized by a law. Includes cost reimbursement contracts and other agreements. Starting date of retention period is based on the day the single or last expenditure report is submitted to the awarding agency for the funding period specified in the grant award. For grant proposals and reports that have significant administrative value, use "Reports."</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-2032.1102.59</b> <b>Minutes</b> Public Access: <i>General</i></p>	<p>Use for records of what was said and done at public meetings by the library's board of trustees, as required pursuant to 1 V.S.A. § 312, and/or for minutes documenting policy development. Includes significant supporting material. For Minutes of municipal library internal meetings, not subject to open meeting law, use the retention requirements for Notes in SRS-2032.1000 (Municipal Libraries' Transitory Records).</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-2032.1102.50</b> <b>Notices, Legal</b> Public Access: <i>General</i></p>	<p>Use for official, written statements, notices, or announcements that are required by law.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p><b>SRS-2032.1102.69</b> <b>Plans (reports)</b> Public Access: <i>General</i></p>	<p>Use for strategic plans and similar planning documents, usually required by State or Federal law, documenting a municipal library's goals, objectives and plans for the future. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives</p>
<p><b>SRS-2032.1102.70</b> <b>Policies</b> Public Access: <i>General</i></p>	<p>Use for written statements that outline a municipal library's guiding principles or general courses of action. Includes significant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)</p>

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<p><b>SRS-2032.1102.72</b>  <b>Press releases</b>  Public Access: <i>General</i></p>	<p>Use for official statements distributed to the press that relate to the municipal library's administration and/or the formulation or development of policy.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Calendar Year Ends  PLUS: 1 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1102.73</b>  <b>Procedures</b>  Public Access: <i>General</i></p>	<p>Use for sets of substantive instructions or procedures that govern the administration of a municipal library and/or policy development.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1102.144</b>  <b>Reports</b>  Public Access: <i>General</i></p>	<p>Use for annual and similar reports, usually required by State or Federal law, documenting activities and accomplishments of a municipal library. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends  PLUS: 3 Year(s)  THEN: Archives</p>
<p><b>SRS-2032.1102.116</b>  <b>Studies</b>  Public Access: <i>General</i></p>	<p>Use for studies conducted by or for a municipal library that relate to the library's administration and/or the formulation or development of policy. Includes significant supporting material.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Archives</p>
<p><b>SRS-2032.1102.150</b>  <b>Waivers</b>  Public Access: <i>General</i></p>	<p>Use for waivers received from a superior authority to waive provisions in a policy, regulation, or other requirement related to the administration of a municipal library.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

*SRS-2032.1102 was approved by the Vermont State Archivist on 8/30/2022.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-2032.1000: Municipal Libraries' Transitory Records**

*SRS-2032.1000: This schedule is reserved for records that are created and received in the course of business by a of a public library, established by a municipality for the use of its residents but transitory in nature meaning that they are: (1) only needed for a limited period of time in order to complete a routine action or prepare or update a formal or ongoing record; (2) not subject to any legal recordkeeping requirements, explicit or implied; and (3) administratively obsolete after a specific action or process is complete.*

**Classification:** Municipal libraries (GENERAL)

**Retention:** Transitory records shall be retained by a municipal library and its board of trustees as specified in this schedule and in accordance with a Municipal Library Records and Information Management Policy.

**Public Access:** General

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2032.1000 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-2032.1000.187</b> <b>Blanks</b> Public Access: <i>General</i>	Use for blank forms or other pre-printed worksheets that have no markings, are not written or printed on and have not been filled out.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-2032.1000.28</b> <b>Correspondence (Routine)</b> Public Access: <i>General</i>	Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-2032.1000.37</b> <b>Drafts</b> Public Access: <i>General</i>	Use for preliminary or tentative versions of a document. Drafts that are acted upon or put into practice must be retained according to their intended record type (i.e. policies) as listed in another general record schedule or an agency-specific record schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
<b>SRS-2032.1000.60</b> <b>Notes</b> Public Access: <i>General</i>	Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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<p><b>SRS-2032.1000.74</b>  <b>Publications</b>  Public Access: <i>General</i></p>	<p>Use for reproduced or published material received from other offices which require no action and are not required for documentary purposes. Includes catalogues, trade journals, other publications or papers received which require no action and are not part of a case upon which action is being taken or will be taken.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1000.80</b>  <b>Reference sources</b>  Public Access: <i>General</i></p>	<p>Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed. Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1000.139</b>  <b>Requests</b>  Public Access: <i>General</i></p>	<p>Use for requests and responses for forms, publications, records, and other information that do not require administration review before, or further action after, the form, publication, record, or other information is provided.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1000.104</b>  <b>Worksheets</b>  Public Access: <i>General</i></p>	<p>Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete  PLUS: 0 Year(s)  THEN: Destroy (General)</p>

*SRS-2032.1000 was approved by the Vermont State Archivist on 8/30/2022.*

**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-2053.1103: Municipal Library Patron Records**

*SRS-2053.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the management of library patron registration and transaction records by a municipal library. For records related to library and collections management, use SRS-2032.1103, Municipal libraries (Managing).*

**Classification:** Library patrons (Managing)

**Retention:** Retain agreements until expired then destroy. Expired means the term of agreement has expired, is not renewed, and all patron transactions are finalized.

Registers that provide for the systematic and regular recording of library patron transactions shall be retained until the register is superseded, then destroyed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received as part of municipal library patron records may be weeded as appropriate in accordance with SRS-2032.1000 (Municipal Libraries' Transitory Records).

**Public Access:** Exempt

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2053.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-2053.1103.5</b> <b>Agreements</b> Public Access: <i>Exempt</i>	Use for agreements related to library patron use of library services. Includes patron registration records, equipment use releases, and significant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 0 Year(s) THEN: Destroy (Shred)
<b>SRS-2053.1103.8</b> <b>Applications</b> Public Access: <i>Exempt</i>	Use for applications submitted by library patrons to establish borrowing privileges. Includes significant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)
<b>SRS-2053.1103.145</b> <b>Logs</b> Public Access: <i>Exempt</i>	Use for records documenting or tracking library patron transactions.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)

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<b>SRS-2053.1103.50</b> <b>Notices, Legal</b> Public Access: <i>Exempt</i>	Use for official, written statements, notices, or announcements required by law.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)
<b>SRS-2053.1103.81</b> <b>Registers</b> Public Access: <i>Exempt</i>	Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of library patron transactions. Includes Integrated Library System (ILS). For registers related to general library and collections management, use the retention requirements for Registers in SRS-2032.1103 (Municipal Library Services Records).	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (Shred)

*SRS-2053.1103 was approved by the Vermont State Archivist on 6/21/2023.*



**STATE OF VERMONT SPECIFIC RECORD SCHEDULE**

**SRS-2032.1103: Municipal Library Services Records**

*SRS-2032.1103: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the day-to-day operations of providing library services by a municipal library, including internal workflows and processes. For records related to patron records, use SRS-2053.1103, Library patrons (Managing).*

**Classification:** Municipal libraries (Managing)

**Retention:** Retain operational plans, reports, and studies until completed/closed, plus three (3) years, then destroy. Completed/closed means all activity related to the record, or process supported by the record, is completed.

Other records shall be retained as specified in this schedule with the exception of transitory records. Transitory records created or received during day-to-day operations of a municipal library may be weeded as appropriate in accordance with SRS-2032.1000 (Municipal Libraries' Transitory Records).

**Public Access:** General

**SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-2032.1103 (see APPENDIX E for related legal references)**

<b>Record Category/Type:</b>	<b>Applicability/Use:</b>	<b>Appraised Value:</b>	<b>Retention/Disposition:</b>
<b>SRS-2032.1103.5</b> <b>Agreements</b> Public Access: <i>General</i>	Use for informal agreements concerning internal and interagency coordination, general management of library services, internal workflows and/or processes of a municipal library. Includes interlibrary loan or consortium agreements and significant supporting material.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
<b>SRS-2032.1103.19</b> <b>Calendars</b> Public Access: <i>General</i>	Use for schedules of meetings and related events for a municipal library.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
<b>SRS-2032.1103.145</b> <b>Logs</b> Public Access: <i>General</i>	Use for records documenting or tracking performance or use of equipment space, or information for internal control purposes. Includes shelf read inventories and similar records.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)

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<p><b>SRS-2032.1103.69</b>  <b>Plans (reports)</b>  Public Access: <i>General</i></p>	<p>Use for planning documents related to day-to-day operations, internal workflows and processes. Includes significant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1103.73</b>  <b>Procedures</b>  Public Access: <i>General</i></p>	<p>Use for sets of instructions and directives that govern the management of library services and/or internal workflows and processes of a municipal library. Includes significant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1103.81</b>  <b>Registers</b>  Public Access: <i>General</i></p>	<p>Use for registers, databases, systems, and similar records that provide for the systematic and regular recording of library services. Includes Integrated Library System (ILS). For registers related to library patron transactions use the retention requirements for Registers in SRS-2053.1103 (Municipal Library Patron Records).</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded  PLUS: 0 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1103.144</b>  <b>Reports</b>  Public Access: <i>General</i></p>	<p>Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes of a municipal library. Includes significant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>
<p><b>SRS-2032.1103.116</b>  <b>Studies</b>  Public Access: <i>General</i></p>	<p>Use for studies and other evaluations conducted by or for a municipal library that relate to general management, internal workflows and processes. Includes significant supporting material.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed  PLUS: 3 Year(s)  THEN: Destroy (General)</p>

***SRS-2032.1103 was approved by the Vermont State Archivist on 6/21/2023.***

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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.*

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.

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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

<b>SRS-2032.1102: Municipal Libraries Administrative Policy Records</b>		<i>Review for Exemption?</i>
1 V.S.A. § 312	Right to attend meetings of public agencies	Yes
1 V.S.A. § 313	Executive sessions	Yes
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. § 318	Procedure [related to access to public records]	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
2 CFR 200	Uniform administrative requirements, cost principles, and audit requirements for federal awards	Yes
22 V.S.A. § 141	Establishment and maintenance [related to municipal libraries]	No
22 V.S.A. § 143	Trustees [related to municipal libraries]	No
22 V.S.A. § 144	Annual report [related to municipal libraries]	No
CVR 10-070-001	Minimum standards for Vermont public libraries	No
<b>SRS-2032.1000: Municipal Libraries' Transitory Records</b>		<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. § 318	Procedure [related to access to public records]	No

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<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>22 V.S.A. § 141</b>	Establishment and maintenance [related to municipal libraries]	No

**SRS-2053.1103: Municipal Library Patron Records** *Review for Exemption?*

<b>1 V.S.A. § 315</b>	Statement of policy; short title [related to access to public records]	Yes
<b>1 V.S.A. § 316</b>	Access to public records and documents	No
<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>22 V.S.A. § 111</b>	Protection of library property; penalties	No
<b>22 V.S.A. § 141</b>	Establishment and maintenance [related to municipal libraries]	No
<b>22 V.S.A. § 143</b>	Trustees [related to municipal libraries]	No
<b>22 V.S.A. § 171</b>	Definitions [related to library patron records]	No
<b>22 V.S.A. § 172</b>	Library record confidentiality; exemptions [related to library patron records]	Yes
<b>22 V.S.A. § 173</b>	Right of patron action [related to library patron records]	No
<b>CVR 10-070-001</b>	Minimum standards for Vermont public libraries	No

**SRS-2032.1103: Municipal Library Services Records** *Review for Exemption?*

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



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<b>1 V.S.A. § 317</b>	Definitions; public agency; public records and documents; exemptions	Yes
<b>1 V.S.A. § 317a</b>	Management of public records	No
<b>1 V.S.A. § 318</b>	Procedure [related to access to public records]	No
<b>1 V.S.A. § 319</b>	Enforcement [related to access to public records]	No
<b>1 V.S.A. § 320</b>	Penalties [related to access to public records]	No
<b>22 V.S.A. § 101</b>	Definitions [related to public libraries]	No
<b>22 V.S.A. § 102</b>	General authority; procedure [related to public libraries]	No
<b>22 V.S.A. § 105</b>	General powers [related to public libraries]	No
<b>22 V.S.A. § 141</b>	Establishment and maintenance [related to municipal libraries]	No
<b>22 V.S.A. § 143</b>	Trustees [related to municipal libraries]	No
<b>CVR 10-070-001</b>	Minimum standards for Vermont public libraries	No