

STATE OF VERMONT GENERAL RECORD SCHEDULE

Issued to: All Public Agencies

GRS-1493.1004: Appointment Records

Last Revised: 10/10/2012



Vermont State Archives and Records Administration
Vermont Office of the Secretary of State

GRS-1493.1004: Appointment Records

Classification: Public bodies (Appointing)

- 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 approved by the state archivist pursuant to subdivision 117(a)(5) of Title 3. (1 V.S.A. § 317a)
- Scope:** This general record schedule applies to any agency, board, department, commission, committee, branch, instrumentality, or authority of the state or any agency, board, committee, department, branch, instrumentality, commission, or authority of any political subdivision of the state that produces or acquires the records listed on this record schedule in the course of public agency business. Record means 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:** State agencies MUST have a Notice of Adoption (VSARA-11) acknowledged by the Vermont State Archivist and on file with the Vermont State Archives and Records Administration (VSARA) prior to using any general record schedule. Use of a General Record Schedule (GRS) to destroy records without proper notification is not permitted. In addition, internal policies must be established to assure that the requirements outlined in any GRS are being applied across the agency. General Record Schedule (GRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a. Local public agencies do not have to submit a Notice of Adoption; however, internal policies should clearly cite any general schedules that have been adopted and associated GRS numbers. If a GRS does not meet an agency's legal or administrative needs, the agency should continue to use any applicable disposition orders that have been issued for its records or seek agency specific record schedules through VSARA's Targeted Assistance Program (TAP).
- 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 GRS-1493.1004 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:** GRS-1493.1004 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.

STATE OF VERMONT GENERAL RECORD SCHEDULE

GRS-1493.1004: Appointment Records

Classification: Public bodies (Appointing)

GRS-1493.1004: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the appointment of an individual to a Vermont public agency as defined in 1 V.S.A. § 317(a)(2) by the appointing authority.

Retention: Recorded evidence of appointment or revocation decisions, including related substantive correspondence, shall be retained until the term of appointment has expired or been revoked, plus three (3) years, and then destroyed if the appointment has been entered in a register or, if required under state law, the oath or revocation has been filed or recorded with the designated office of record.

Registers or systems used to track appointments shall be retained until the register is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

If an appointment is not entered in a register or the oath or revocation is not required by law to be filed or recorded, contact the Vermont State Archives and Records Administration for further review.

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 appointing process may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records).

Public Access: Review

MINIMUM RECORDKEEPING REQUIREMENTS for Appointment Records (see APPENDIX E for related legal references)

Record Category/Type:	Applicability/Use:	Appraised Value:	Minimum Retention/Disposition:
GRS-1493.1004.8 Applications Public Access: <i>Review</i>	Use for any written application, request, proposal, or nomination submitted for consideration as an appointee to a public body. Includes all supporting material, such as required approvals, letters of support, and background checks or waivers.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (Shred)
GRS-1493.1004.53 Correspondence (Substantive) Public Access: <i>Review</i>	Use for correspondence which may contribute to the final decision on appointing an individual to a public body or revoking an appointment, including letters of resignation.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Confirm

STATE OF VERMONT GENERAL RECORD SCHEDULE

<p>GRS-1493.1004.133 Decisions Public Access: <i>Review</i></p>	<p>Use for recorded evidence of appointment or revocation decisions that is in addition to and separate from oaths and formal written revocations of appointments. Includes substantive correspondence and relevant supporting material.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Confirm</p>
<p>GRS-1493.1004.50 Notices, Legal Public Access: <i>Review</i></p>	<p>Use for notices required by law, including notices of vacancy, as well as documentation concerning the release or publication of such notices.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>GRS-1493.1004.108 Oaths Public Access: <i>Review</i></p>	<p>Use for any type of written attestation administered by a public official that an appointee signs to signify that he or she is bound in conscience to perform a particular act truthfully and faithfully. Includes certifications of oaths, acknowledgments of codes of ethics, and revocations of oaths. If required under state law, oaths and revocations shall be filed for record or recorded with the designated office of record. Contact filing or recording office for requirements.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Confirm</p>
<p>GRS-1493.1004.72 Press releases Public Access: <i>Review</i></p>	<p>Use for releases distributed to the press announcing a public body vacancy, draft or appointment.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)</p>
<p>GRS-1493.1004.81 Registers Public Access: <i>Review</i></p>	<p>Use for registries, recording books, databases, and similar records and systems that track appointees, including appointment status and other relevant information.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>

STATE OF VERMONT GENERAL RECORD SCHEDULE

Appendix A: Appraisal Values

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

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

STATE OF VERMONT GENERAL RECORD SCHEDULE

Appendix B: Public Access Requirements

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

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

STATE OF VERMONT GENERAL RECORD SCHEDULE

Appendix C: Retention Requirements

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

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

STATE OF VERMONT GENERAL RECORD SCHEDULE

Appendix D: Disposition Requirements

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

Disposition	Description	Usage
Archives	Retain indefinitely. 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 temporary records from archival records in accordance with the approved records schedule.	Assigned to records that have been appraised as conditional archival. Upon weeding the temporary records from the archival records, transfer archival records to the Archives.

STATE OF VERMONT GENERAL RECORD SCHEDULE

Appendix E: Legal References

GRS-1493.1004: Appointment Records		<i>Review for Exemption?</i>
1 V.S.A. § 311	Declaration of public policy; short title	No
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. § 314	Penalty and enforcement [related to right to attend meetings of public agencies]	No
1 V.S.A. § 315	Statement of policy [related to free and open examination of 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	Yes
1 V.S.A. § 318	Procedure [related to producing records for inspection]	No
1 V.S.A. § 319	Enforcement [related to the denial of a request for public records]	No
1 V.S.A. § 320	Penalties [related to court orders for the production of any public agency records]	No
10 V.S.A. § 1193	Connecticut River Watershed Advisory Commission established	No
10 V.S.A. § 124	Board of directors [related to geographic information]	No
10 V.S.A. § 125	Officers [related to geographic information]	No
10 V.S.A. § 1343	Commission membership [related to water pollution control]	No
10 V.S.A. § 1395b	Water well advisory committee	No
10 V.S.A. § 1771	Connecticut River Valley Flood Control Commission; appointment; term of office	No
10 V.S.A. § 1960	Vermont citizens advisory committee on Lake Champlain's future created	No
10 V.S.A. § 1978	Rules [related to potable water supply and wastewater system permits]	No
10 V.S.A. § 213	Authority; organization [related to Vermont economic development authority]	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

10 V.S.A. § 2503	Commission; membership-Article III [related to northeastern forest fire protection commission]	No
10 V.S.A. § 2605	Governor's council on physical fitness and sports	No
10 V.S.A. § 2641	Fire wardens, appointment and removal	No
10 V.S.A. § 311	Creation of the Vermont housing and conservation board	No
10 V.S.A. § 4041	Fish and wildlife department; fish and wildlife board; members, term, chairman	No
10 V.S.A. § 4042	Commissioner; appointment [related to fish and wildlife department]	No
10 V.S.A. § 425	Scenery preservation council	No
10 V.S.A. § 4654	Connecticut River Atlantic Salmon Commission-Article III	No
10 V.S.A. § 484	Travel information council; creation, membership, terms	No
10 V.S.A. § 5404	Endangered species committee	No
10 V.S.A. § 541	Workforce development council; state workforce investment board; members, terms	No
10 V.S.A. § 6021	Board; vacancy, removal [related to state land use and development plans]	No
10 V.S.A. § 6026	District commissioners [related to state land use and development plans]	No
10 V.S.A. § 611	Creation of the Vermont housing finance agency	No
10 V.S.A. § 6409	Members; organization [related to champion land transaction citizen advisory council]	No
10 V.S.A. § 646	Board of directors [related to Vermont film corporation]	No
10 V.S.A. § 652	Travel and recreation council; membership	No
10 V.S.A. § 6523	Vermont clean energy development fund	No
10 V.S.A. § 685	The Vermont community development board	No
10 V.S.A. § 7062	Member of the commission [related to Texas Low-Level Radioactive Waste Disposal Compact Commission]	No
10 V.S.A. § 7069	Texas Low-Level Radioactive Waste Disposal Compact	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

10 V.S.A. § 7113	Advisory committee on mercury pollution	No
13 V.S.A. § 5352	Victims compensation board	No
15 V.S.A. § 1173	Composition and meetings [related to abuse prevention]	No
16 V.S.A. § 161	Appointment of members; term; vacancy [related to state board of education]	No
16 V.S.A. § 1693	Standards board for professional educators	No
16 V.S.A. § 1702	Hearing panels [related to professional educators]	No
16 V.S.A. § 2172	Trustees, appointment, vacancies [related to Vermont state colleges]	No
16 V.S.A. § 2327	Morgan horse farm; committee	No
16 V.S.A. § 3852	Vermont educational and health buildings financing agency; creation; members	No
16 V.S.A. § 3853	Powers [related to educational and health buildings financing agency]	No
17 V.S.A. § 1904	Legislative apportionment board	No
17 V.S.A. § 2143	Political representation on board of civil authority	No
17 V.S.A. § 2454	Assistant election officers	No
17 V.S.A. § 2623	Vacancies in offices within this state	No
17 V.S.A. § 2651	Road and water commissioners; appointment, removal	No
17 V.S.A. § 2651a	Constables; appointment; removal	No
17 V.S.A. § 2651c	Lack of elected lister; appointment	No
18 V.S.A. § 101	State board of health, appointment and qualification	No
18 V.S.A. § 104	Commissioner of health; duties	No
18 V.S.A. § 1700	Creation; membership; officers; quorum [related to the nuclear advisory panel]	No
18 V.S.A. § 2052	Board of examiners; composition; appointment; terms; organization	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

18 V.S.A. § 5574	Inspection [related to community mausoleums and columbariums]	No
18 V.S.A. § 601	Local health officials	No
18 V.S.A. § 7207	Commissioner of mental health; appointment; qualifications	No
18 V.S.A. § 7301	Creation [related to the board of mental health]	No
18 V.S.A. § 8733	Advisory board	No
18 V.S.A. § 9010	Compact administrator-Article X [related to Interstate Compact on Mental Health]	No
18 V.S.A. § 9352	Vermont information technology leaders [related to health information technology]	No
18 V.S.A. § 9407	Public oversight commission; duties	No
18 V.S.A. § 9410	Health care database	No
18 V.S.A. § 9504	Creation of the vermont tobacco evaluation and review board	No
19 V.S.A. § 3	Transportation board; creation; members	No
19 V.S.A. § 38	Transportation enhancement grant program	No
19 V.S.A. § 5a	Executive secretary [related to transportation board]	No
19 V.S.A. § 7	Secretary; powers and duties [related to state highway law]	No
19 V.S.A. § 8	Commissioner of motor vehicles; appointment; duties and powers	No
19 V.S.A. § 9	Divisions; general provisions [related to agency of transportation]	No
19 V.S.A. § 970	County road commissioners	No
2 V.S.A. § 4	Senate vacancy	No
2 V.S.A. § 402	Membership [related to legislative council]	No
2 V.S.A. § 501	Creation of committee; purpose [related to joint fiscal committee]	No
2 V.S.A. § 601	Creation of committee [related to joint energy committee]	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

2 V.S.A. § 651	Legislative advisory committee on the state house	No
2 V.S.A. § 7	House clerk; canvassing committee	No
2 V.S.A. § 751	Legislative information technology committee	No
2 V.S.A. § 801	Creation of committee [related to joint legislative corrections oversight committee]	No
2 V.S.A. § 851	Creation of committee [related to health access oversight committee]	No
2 V.S.A. § 9	House vacancy	No
2 V.S.A. § 970	Government accountability committee	No
20 V.S.A. § 1713	Vermont veterans' home board of trustees	No
20 V.S.A. § 2052	Director [related to Vermont criminal information center]	No
20 V.S.A. § 2056c	Dissemination of criminal history records to the public	Yes
20 V.S.A. § 2352	Creation of council [related to Vermont justice training council]	No
20 V.S.A. § 2362	Reports [related to Vermont criminal justice training council]	No
20 V.S.A. § 2681	Commissioner of public safety as fire marshal; deputy and assistants; HAZMAT emergency operation team	No
20 V.S.A. § 2901	Access board [related to accessibility standards for public buildings and parking]	No
20 V.S.A. § 30	State emergency response commission; creation	No
20 V.S.A. § 3152	Vermont fire service training council created	No
20 V.S.A. § 363	Officers generally	No
20 V.S.A. § 6	Local organization for emergency management	No
20 V.S.A. § 942a	Structure of courts-martial [related to courts-martial]	No
24 V.S.A. § 176	Deputy clerk [related to county officers; powers and duties]	No
28 050 CVR 001	Security of computerized criminal information systems	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

28 CFR 20	Subpart B—State and local criminal history record information systems	Yes
29 V.S.A. § 714	Removal from office; oath [related to Vermont transportation authority]	No
3 V.S.A. § 10	Authority to delegate functions	No
3 V.S.A. § 11	Method of delegating; responsibility of governor	No
3 V.S.A. § 153	General powers; deputy, assistants [related to attorney general]	No
3 V.S.A. § 2001	Power of governor	No
3 V.S.A. § 2104	Planning [related to central planning office]	No
3 V.S.A. § 212	Departments created	No
3 V.S.A. § 218	Agency/department records management program	No
3 V.S.A. § 22	The commission on women	No
3 V.S.A. § 2221	Appointment and salary [related to administration]	No
3 V.S.A. § 2223	Deputy secretary; acting secretary [related to administration]	No
3 V.S.A. § 2251	Commissioners-Appointment; term [related to administration]	No
3 V.S.A. § 2253	Permissive duties; approval of secretary [of administration]	No
3 V.S.A. § 2350	Agency and secretary created [related to agriculture]	No
3 V.S.A. § 2421	Appointment and salary [related to commerce and community development]	No
3 V.S.A. § 2423	Deputy secretary [related to commerce and community development]	No
3 V.S.A. § 2451	Commissioners-Appointment; term [related to commerce and community development]	No
3 V.S.A. § 2454	Directors [related to commerce and community development]	No
3 V.S.A. § 256	Term of officer appointed with advice and consent of senate	No
3 V.S.A. § 257	Appointments and vacancies requiring advice and consent of senate	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

3 V.S.A. § 258	Removal of civil officers	No
3 V.S.A. § 2821	Appointment and salary [related to natural resources]	No
3 V.S.A. § 2851	Commissioners-Appointment; term [related to natural resources]	No
3 V.S.A. § 3021	Appointment and salary [related to human services]	No
3 V.S.A. § 3023	Deputy secretary [related to human services]	No
3 V.S.A. § 3051	Commissioners; deputy commissioners; appointment; term [related to human services]	No
3 V.S.A. § 3085b	Commission on alzheimer's disease and related disorders	No
3 V.S.A. § 3090	Human services board	No
3 V.S.A. § 522.	Vermont pension investment committee	No
3 V.S.A. § 636	Retired employees' committee on insurance; membership; duties	No
3 V.S.A. § 7	Delegates	No
3 V.S.A. § 8	Inspection of state institutions	No
3 V.S.A. § 921	Creation; membership, compensation [related to state employees labor relations act]	No
30 V.S.A. § 5	Clerk; oath [related to public service board]	No
4 V.S.A. § 1001	Environmental court	No
4 V.S.A. § 17	Reporter of decisions; appointment	No
4 V.S.A. § 21	Court administrator	No
4 V.S.A. § 22	Designation and special assignment of judicial officers and retired judicial officers	No
4 V.S.A. § 357	Registers of probate; appointment and removal; compensation; clerks	No
4 V.S.A. § 4	Justices	No
4 V.S.A. § 461	Office of magistrate; jurisdiction; selection; term	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

4 V.S.A. § 461a	Essex county; powers of assistant judges and magistrates in family court proceedings	No
4 V.S.A. § 601	Judicial nominating board created; composition	No
4 V.S.A. § 602	Duties [related to judicial nominations and appointments]	Yes
4 V.S.A. § 607	Joint committee on judicial retention; creation	No
4 V.S.A. § 651	Clerks of courts	No
4 V.S.A. § 71	Appointment and term of superior judges	No
4 V.S.A. § 902	Board of bar examiners	No
5 V.S.A. § 1002	Airport zoning commission	No
6 V.S.A. § 1032	Powers of the secretary [related to pest survey, detection, and management]	No
6 V.S.A. § 1103	Regulation by secretary [related to control of pesticides]	No
6 V.S.A. § 1152	Administration [related to control of contagious livestock diseases]	No
6 V.S.A. § 1806	Administration and management [related to supervision, inspection and licensing of dairy concerns]	No
6 V.S.A. § 1823	Secretary: delegation from State of Vermont [related to supervision, inspection and licensing of dairy concerns]	No
6 V.S.A. § 2	Appointment of secretary of agriculture, food and markets	No
6 V.S.A. § 252	Vermont apple marketing board	No
6 V.S.A. § 253a	Vermont agricultural commodity marketing boards	No
6 V.S.A. § 2922	Vermont milk commission; membership	No
6 V.S.A. § 2966	Agricultural development board; organization; duties and authority	No
6 V.S.A. § 2971	Creation of council [related to Vermont dairy promotion council; producer tax]	No
6 V.S.A. § 3022	Enforcement; inspection [related to inspection of apiaries]	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

6 V.S.A. § 3305	Additional powers of the secretary [related to the preparation of livestock and poultry products]	No
6 V.S.A. § 355	Enforcement; regulations; inspectors [related to eggs]	No
6 V.S.A. § 4701	Sustainable agriculture research and education program	No
6 V.S.A. § 4710	Vermont farm viability enhancement program	No
6 V.S.A. § 4811	Powers of secretary [related to agricultural water quality]	No
6 V.S.A. § 482	Enforcement; inspectors [related to maple products]	No
6 V.S.A. § 4853	Informational meeting [related to barn construction]	No
6 V.S.A. § 792	Establishment of livestock care standards advisory council	No
7 V.S.A. § 101	Composition of department; commissioner of liquor control; liquor control board	No
7 V.S.A. § 102	Removal [related to department of liquor control]	No
7 V.S.A. § 106	Commissioner of liquor control; reports; recommendations	No
8 V.S.A. § 12	Commissioner [related to banking and insurance]	No
8 V.S.A. § 4163	Appointment of special deputy [related to insurance company liquidation, rehabilitation, or conservation]	No
9 V.S.A. § 3621	Administrative assistant and billboard clerk of outdoor advertising; appointment	No
9 V.S.A. § 4174	Vermont motor vehicle arbitration board	No
9 V.S.A. § 4551	Human rights commission; members; compensation	No
Administrative Order No. 33	Storage of judicial oaths	No
Vt. Const. Ch. II, § 16	[Representatives' oaths]	No
Vt. Const. Ch. II, § 17	[Oath of senators and representatives]	No
Vt. Const. Ch. II, § 19	[Powers of Senate; lieutenant-governor's duties]	No
Vt. Const. Ch. II, § 20	[Governor; executive power]	No

STATE OF VERMONT GENERAL RECORD SCHEDULE

Vt. Const. Ch. II, § 21	[Secretary of civil and military affairs]	No
Vt. Const. Ch. II, § 24	[Vacancy in office of governor, lieutenant-governor and treasurer]. [Vacancy in office of governor, lieutenant-governor and treasurer]	No
Vt. Const. Ch. II, § 32	[Filling judicial vacancies]	No
Vt. Const. Ch. II, § 33	[Interim judicial appointments]	No