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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 09762

Date April 9, 1996

To Custodian of Public Records

Meredith Rogers
Office Vt. State Hospital Medical Records

Address

Your request dated October 19, 1995 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.	Patient's Financial Information, Casework Investigator's Files - Microthin Jackets (Microfiche) R.S. #7	Destroy immediately.

A. John Gaccione
Public Records Director

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

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 08263

Date 12/11/90

To Custodian of Public Records

Claudia P. Stone, Comm.

Office Vermont State Hospital Bus. Office

Address State Hospital

Waterbury, VT 05676

Your request dated 8/21/90 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
01.	Cashier Records Daily cashier records include: Interdepartmental billing, employee/client billing for miscellaneous items (not for care and maintenance), cash register tapes from cafeteria and canteen. This is R.S. 29. Supersedes D. O. #5675	Hold in current file area one fiscal year, then transfer to State Records Center; hold until 3 years old.

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 07783

Date April 3, 1989

To Custodian of Public Records

Claudia P. Stone, Director

Office VT State Hospital, Mental Health Legal Division

Address 103 South Main Street

Waterbury, Vermont 05602

Your request dated January 27, 1989 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
01.	Legal Records - Deceased Documents filed with court, e.g., Emergency commitment hearings, regular committment hearings, contingency commitment hearings, paralegal notes, transcripts. RS #34	Retain in office area one year, then transfer to State Records Center, microfilm and destroy at end of 9 years. Destroy by shredding.

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 07781

Date April 3, 1989

To Custodian of Public Records

Claudia P. Stone, Director

Office VT State Hospital - Business Office

Address 103 South Main Street

Waterbury, Vermont 05676

Your request dated February 23, 1989 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
01.	Medicare Billing FY'87 and July 1987 Billing for Medicare A, B-HBP and B-Ancillary charges accumulated while VSH was decertified from 7/1/86 - 8/6/87. State has appealed the decertification. Records must be retained until determination of appeal. Records to be destroyed by shredding if state loses appeal; bills to be mailed out for reimbursement if state wins appeal. RS #35	Retain in office one year, then transfer to State Records Center hold five years, then resurvey by VSH to determine status of appeal.

Assistant Public Records Director

Approved: Kenneth R. Doyle
Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 07[illegible]

Date April 3, 1989

To Custodian of Public Records

Claudia P. Stone, Director

Office VT State Hospital - Business Office

Address 103 South Main Street

Waterbury, Vermont 05676

Your request dated March 1, 1989 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
01.	Life Change: CAAS (Capital Asset Accounting Inventory) Ledgers containing various types of accounts such as inventory detail sheets, verifications, and depreciation records for a capital inventory approximate value 10 million dollars annually. Depreciation on inventory is reimbursed by Medicare/Medicaid. Life changes (number of years over which items can be depreciated) were made in 1975 and 1982. Audit trails were not retained on computer and adjustments exceeded 2 million dollars. This inventory system has been superseded. RS#8 Supersedes Item #7 on D.O. #3746.	Transfer to State Records Center five years after audit adjustment had been audited. Destroy after 35 years, review by VSH one year prior to destruction. Destroy by shredding.

A John Gasparoni
Public Records Director

Approved: [illegible]
Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 07445

Date February 1, 1988

To Custodian of Public Records

William Dalton, Commissioner

Office ~~Human Services~~ - VT State Hospital

Address 103 South Main Street

Waterbury, Vermont 05676

Your request dated December 14, 1987 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
01.	Workpapers Medicare & Medicaid Records - Utilization Medicare and/or Medicaid workpapers of a confidential nature. Examples: team notes, information by patient name and diagnosis (by calendar year). (Back-up supporting papers.) RS #32	Hold in original file area three years, then transfer to State Records Center. Destroy after three surveys by department and seven year retention by records center.
02.	Medicare & Medicaid Records - Utilization Medicare and/or Medicaid reports, studies, evaluations, certifications and related official paper-information may be confidental by patient name. RS #33	Hold in original file area three years, then transfer to State Records Center. Destroy after three surveys by department and seven year retention by records center.

A. John Gardzoni
Public Records Director

Approved: [illegible]
Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 07425

Date February 1, 1988

To Custodian of Public Records

William Dalton, Commissioner

Office VT State Hospital - Admin. Office

Address 103 South Main Street

Waterbury, Vermont 05676

Your request dated October 13, 1987 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
01.	Certificate of Need Copy of legal form required whenever a patient is restrained or secluded. Attorney General requires these in case the State is involved in legal issues (original form is in the patients' chart) however, this is considered the State's copy. Legal Value ceases after 10 years. RD #31	Hold in current file area one year, then transfer to State Records Center; hold until 10 years old then destroy by shredding.

Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05676

Date 12/11/85

To Custodian of Public Records

Claudia P. Stone, Executive Director, VSH

Office Vt. State Hospital - Business Office

Address Waterbury,

Vermont

Your request dated 11/27/85 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
01.	Policy and Procedure Manuals Manuals: Financial Manual, Purchasing Manual, Computer Procedure Manuals, etc.	Screen yearly and destroy when superseded or obsolete.

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05675

Date 12/11/85

To Custodian of Public Records

Claudia P. Stone, Executive Director

Office Vt. State Hospital - Business Office

Address Waterbury

Vermont

Your request dated 11/27/85 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
05.	Cashier Records Daily cashier records include: Interdepartmental billing, employee/client billing for miscellaneous items (not for care and maintenance), cash register tapes from cafeteria and canteen. RS #29 Superseded by D.O. 8263	Hold in current file area one fiscal year, then transfer to State Records Center; hold until 2 years old and after State Audit.

Assistant Public Records Director

Approved: Chief, Public Records Division

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05674

Date 12/11/85

To Custodian of Public Records

Claudia P. Stone, Executive Director

Office Vt. State Hospital - Business Office

Address Waterbury

Vermont

Your request dated 11/27/85 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
01.	Medicare and Medicaid and Federal Programs Financial Records Financial Records include: Hospital based physicians report, medicaid receipt claims, medicare manuals (HIM 10, HIM 15) Medigrams, billing manuals, copies of selected Federal Regulations, Bulletins, regulations, social security handbook, reports, statistics, reconciliations, rates, correspondence and miscellaneous related papers. Permanent copies of manual and regulations retained by Mental Health.	Screen and destroy obsolete records 2 years after cost report audits by shredding.
02.	Capital Asset Accounting System Inventory Inventory records showing detail reports, summary reports, character/objects, validity tables, verification, depreciation and related workpapers.	Screen and destroy obsolete records 2 years after cost reports audits by Federal and State Audits.
03.	C D P 10's and 11's Monthly details of appropriations expenditures. Rd #27	Hold in current file area one year, then transfer to State Records Center, hold until 2 years old and after State and Federal audit, then destroy.
04.	Banking and Related Papers - Vermont State Hospital and Patient Personal Accounts V.H.S. and patient personal accounts include; cancelled checks, statements of deposits and receipts duplicate and carbon copies of same, daily cash sheets, bank reconciliations, expenditure requests, logs of revolving petty cash funds, and records of special funds. Rd #28	Hold in current file area one fiscal year, then transfer to State Records Center; hold until 5 years old and after State and Federal audit then destroy by shredding.

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05669

Date 12/11/85

To Custodian of Public Records

Claudia P. Stone, Acting Director

Office Vermont State Hospital

Address Waterbury

Vermont

Your request dated 10/30/85 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
01.	Payroll Copies of payrolls, Time Reports, Report of Time and Attendance, Payroll Registers/Certification, Overtime Lists, Payroll Actions, Compensatory Time Slips, Alternate Rate Worksheets, Signout Sheets, Payroll Changes, Separation Checklist, Claim form for Checks not distributed at usual time and workpapers. RS #24	Hold in current file area 2 years, then transfer to State Records Center; hold until 4 years old and after State and Federal Audit, then destroy by shredding.
02.	Accounts Payable Copies of Standard State Invoices, copies of Paid Vouchers, Voucher, Service Contracts, Contract Release Orders, Receiving Reports, Receiving Date, Purchase Orders, Requisitions. RS #23	Hold in current file area 2 years, then transfer to State Records Center; hold until 4 years old and after State and Federal Audit, then destroy by shredding.

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05651

Date 12/11/85

To Custodian of Public Records

Claudia C. Stone, Acting Director

Office Vt. State Hospital - Business Office

Address Waterbury Complex

Waterbury, VT

Your request dated 7/19/85 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
01.	Routine Work Papers - Confidential Routine correspondence not of a policy making nature, duplicates, copies of reports, statistics, notes and second sheets, scrappers, reconciliations, analysis paper, card file of outside medical appointments, Day Information, Routine Memo, etc., all routine workpapers containing patient names and/or information or employee private information.	Any material that is of financial nature must be retained 3 years and after audit before being destroyed by shredding. Material that is not of financial nature may be destroyed routinely by shredding.
02.	Routine Workpapers - Not Confidential Routine correspondence not of a policy making nature, routing memo, duplicates, copies of reports, statistics, notes, second sheets, scrap papers, reconciliations, analysis paper, flow charts, etc. Routine workpapers. None of this material contains patient names and/or information nor employee private information.	Any material that is of financial nature must be retained 3 years and after audit before being destroyed by shredding. Material that is not of financial nature may be destroyed routinely by shredding.
03.	Patient Financial Files - Closed Accounts Authorizations to Bill, Commissioners Orders (copy) to pay, copies of bills, statements, Insurance Data, Release of information, Assignments of Benefits, Copies of Medicare/Medicaid Authorizations, Reports of Eligibility, copies of Federal Billings, outside medical bills paid, V.S.H. Doctor referrals, personal account files, account receivable cards, personal fund account card. Purpose of series to verify patient finances. R1 #25	Hold in current file area two years, then transfer to State Records Center; hold until 5 years old, then microfiche and destroy by shredding. NOTE: Microfiche and Diazo REQUIRED

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05639

Date 11/25/85

To Custodian of Public Records

Claudia P. Stone, Acting Director

Office Vermont State Hospital

Address Waterbury

Vermont 05676

Your request dated 11/20/85 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
01.	Copies of Budgets	Retain last two
02.	Copies of Biennial Reports for Printer	Retain last two
03.	Employee Folder	Three years of Inactivity

~~Assistant~~ Public Records Director

Approved:

Chairman, Public Records Advisory Board

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

DISPOSITION ORDER

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

No. 05488

Date 12/19/84

To Custodian of Public Records

Leslie S. White

Office Vermont State Hospital

Address Waterbury

Vermont 50676

Your request dated 10/26/84 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
01.	Time Sheets Forms used to record (and forward to Finance/Payroll) Leave Time taken and Time Worked during each pa period. These entries affect leave balances and/or amounts paid to employees.	Two years and after audit, then destroy.

Assistant Public Records Director

Approved:

Chairman, Public Records Advisory Board

DISPOSITION ORDER

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

No. 3970

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date August 21, 1979

To Custodian of Public Records

Laurence E. Thompson, Ph D

Office Vt. State Hospital
Psychology Dept.
Address Waterbury, VT

Your request dated April 20, 1979 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.	PSYCHOLOGY-STAFF MEETING MINUTES Documentation of weekly (more or less) Psychology Staff Meetings.	Hold in current file area until Administrative needs are satisfied, then transfer to V.S.H. Archives.
2.	PSYCHOLOGY-GENERAL FILE Work file which contains correspondence, position descriptions, personnel records, reports, psychology catalogs, etc.	Screen yearly, destroying non-essential out-dated data. Use Public Records Guidelines for screening.
3.	PSYCHOLOGY TEST FILES Confidential, individual patient files containing protocols of psychological tests administered to patient, and copies of typewritten test reports.	Retain for life of client.
4.	PSYCHOLOGY TEST FILES-DECEASE PATIENTS Confidential, individual patient files containing protocols of psychological tests administered to patient, and copies of typewritten test reports.	Retain specific files for teaching, destroy remaining fil
5.	PSYCHOLOGY-SECRETARY Working file containing resource material, supervisory files, job descriptions, standards of performance, etc., used only in performing secretarial duties.	Screen yearly, destroying material that is obsolete or superseded using guidelines provided by Public Records Division.
6.	PSYCHOLOGY-SECRETARY Working file containing current A & D sheets; supply information; copies of Guardianship lists; and other resource materials used in day-to-day performance of secretarial duties.	Screen yearly, destroying material that is obsolete or superseded.

A John Giacomoni
Assistant Public Records Director

Approved: _____
Chairman, Public Records Advisory Board

AA-PR2A
500 Sets 2-79

DISPOSITION ORDER

No. 3877

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date April 17, 1979

To Custodian of Public Records

Joellen Valley

Office Vt. State Hospital Administration

Address Waterbury, VT

Your request dated January 19, 1979 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.	IRONS REHABILITATION CENTER General correspondence and monthly statements of expenditures for the cooperative program of Vocational Rehabilitation and State Institutions. These are duplicate copies.	Destroy after one year.

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

AA-PR2A

DISPOSITION ORDER

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

No. 3857

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date March 27, 1979

To Custodian of Public Records

Rachel Champney

Office Vt. State Hospital-Administration

Address Waterbury, VT 05676

Your request dated February 13, 1979 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.	STATE INFORMATION SYSTEMS Quarterly reports on salary allocations of all employees at Vermont State Hospital.	Destroy immediately.

A. Mary Corcoran
Assistant Public Records Director

Approved:
Chairman, Public Records Advisory Board

AA-PR2A
500 Sets 3-79

DISPOSITION ORDER

No. 3856

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date March 23, 1979

To Custodian of Public Records

Joellen Valley

Office Vermont State Hospital - Benefits

Address

Waterbury, Vermont 05676

Your request dated December 18, 1978 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	CARD FILE - RELEASED RESIDENTS Card file of released residents which contains the following info: Name, date of admission, date of birth, case number (hospital), residence, status, ward, type and amount of benefits, previous admissions (within past year), legal guardian and payee, Social Security number, notations of changed in benefits, current release date and release address.	Destroy after 2 years.
2	ADMISSION AND RELEASE RECORD BOOK Record of all admissions and releases. Contains: Name, hospital case No., age, status, type & amount of benefits. Purpose of record is to record length of stay. Use: Checklist to report to Social Security Administration those residents receiving benefits who have been at V.S.H. 30 days, 60 days and 90 days.	Destroy after 2 years.
3 b	BENEFIT - PATIENT FILES (CLOSED) Individual patient files containing information on all dealings between Social Welfare Administration, VT. State Hospital and patient pertaining to patient's benefits - letters from Social Security, Social Welfare, copies of forms sent to Social Security and released.	b Hold in current file area one year after closure, then purge for interfiling with Case Work Investigator's files.
4	BENEFITS - LOG BOOKS (INACTIVE) A separate sheet for each patient recording all incoming and outgoing communications between Social Security Administration, Social Welfare, other agencies and benefits.	Destroy after 2 years

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

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

No. 3855

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date March 22, 1979

To Custodian of Public Records

Joellen Valley

Office Vermont State Hospital - Store House

Address

Waterbury, Vermont 05676

Your request dated December 18, 1978 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	COMPUTERIZED INVENTORY CONTROL - STORES/ PHARMACEUTICALS -MONTHLY INVENTORY FILE. Working file includes: Monthly inventory file maintenace and update report indicating supplies received; Monthly inventory master file status listing report indicating balance on hand; Monthly inventory file maintenance and update report indicating corrected balance and balance on hand; Monthly negative balance stock report indicating supplies at zero balance; Monthly report of stock at or below reorder point no action taken-indicating items to be placed on order; Monthly report by cost center indicating quantities of supplies issued to supported activities and dollar amounts; Monthly master unit price list indicating current unit price of stock it s on hand.	Destroy after one year, provided that records on regulatory drugs are permanently retained elsewhere, to satisfy all foreseeable legal needs of any person.
2	COMPUTERIZED INVENTORY CONTROL - STORES/ PHARMACEUTICALS - QUARTERLY REPORTS. Working File Quarterly Reports Includes; Year to date issues indicating total quantities issued by stock number; Year to date issues indicating total quantities issued by cost center.	Destroy after two years.

A. John Gruami
Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

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

No. 3853

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date March 22, 1979

To Custodian of Public Records

Rachel Champney

Office Vermont State Hospital - Administrative

Address

Waterbury, Vermont 05676

Your request dated February 12, 1979 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
14	COST REPORT -RECEIVED FROM MEDICARE Annual Medicare Cost Report received from them accepted with or without audit. RS#18	Destroy after 5 years, if microfilmed
15	COST REPORT - TO MEDICARE Analysis of capital and expenditures for Medicare Cost Finding - to determine Medicare reimbursement rate. Sent to Blue Cross-Blue Shield, Concord, NH. RS#20	Destroy after 5 years, if microfilmed.
16	RATES Title XIX Medicaid rate and Title XVIII Medicare rate - file consists of correspondence, and worksheets arriving at the rate, done on a yearly basis.	Destroy after 7 years.
17	FIRE Statement of values for fire insurance coverage which are submitted yearly to the Department of Mental Health. Duplicate copies kept in this office. Fire insurance coverage correspondence.	Destroy after 2 years.

A. John Ferrari
Assistant Public Records Director

AA-PR2A

Approved:
Chairman, Public Records Advisory Board

DISPOSITION ORDER

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

No. 3852

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date March 23, 1979

To Custodian of Public Records

Rachel Champney

Office Vermont State Hospital-Administration

Address

Waterbury, Vermont 05676

Your request dated February 13, 1979 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
7	AMERICAN HOSPITAL ASSOCIATION General correspondence, news letters, annual survey of hospitals of expenses, assets, admissions and personnel.	Hold surveys in current file area for 5 years, then destroy. Bulletins, correspondence and brochures will be weeded out annually.
8	DELEGATION OF AUTHORITY Duplicate copies of forms to the Finance Department giving authorization to employees to sign expenditure documents. General correspondence and bulletins for instructions.	Destroy after 2 years.
9	NARCOTICS AND CONTROLLED DRUGS Order forms, applications, permits, correspondence and bulletins regarding the ordering of controlled drugs.	Destroy after 2 years.
10	ALCHOL REPORTS Applications and permits to dispense alchol. Yearly reports sent to I.R.S. on number of gallons used and purchased during the calendar year.	Destroy after 3 years if audited
11	ABSENTEEISM Reports, correspondence, etc., regarding the use of sick and lost time.	Destroy after 2 years.
12	INTER-INTRA AGENCY/DEPARTMENT MEMOS Incoming and outgoing reports and assignments and correspondence to various departments within and without the hospital.	Screen and destroy non-essential documents at 2 year intervals.
13	COST REPORT - SOURCE MATERIAL Medicare cost finding sourse material for compilation of the annual Medicare Cost Report. RS§16	Destroy after 5 years, if microfilmed.
14		

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

AA-PR2A

DISPOSITION ORDER

No. 3851

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date March 22, 1979

To Custodian of Public Records

Rachel Champney

Office Vermont State Hospital - Administration

Address

Waterbury, Vermont 05676

Your request dated February 13, 1979 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	BUDGET - WORKSHEETS Financial information, equipment items, personnel, projected payrolls and program memorandums, etc., used in preparing the biennial budget.	Destroy after 2 years
2	BUDGET - FINAL COPY Finalized copy of department's budget.	Hold in current file area for 4 years, then transfer to Vt. State Hospital Archives.
3	MINUTES, REPORTS AND ASSIGNMENTS OF COMMITTEES AND DEPARTMENTS Duplicate copies for working file of minutes, reports and assignments of committees and departments. Some examples are Quality Assurance Committee, U.R. Committee, Planning Committee, etc.	Hold in current file area for 2 years, than transfer to department head for screening; archive material will be incorporated with originals.
4	STATUS REPORTS Status report on patients under 21, over 65 and Intermediate Care Facility for the Mentally Retarded, needed by the Department of Mental Health to comply with 18 V.S.A. §291, 8101, completed by the Casework Investigator.	Hold originals in current file for 10 years, then destroy. Duplicates will be destroyed by shredding annually.
5	FINANCIAL PLAN Duplicate copies of plans for expenditures for the coming years which are sent to the Department of Budget and Management.	Destroy after 3 years
6	SURVEYS Annual survey of hospitals for N.I.M.H., and other miscellaneous surveys, bulletins and brochures.	Hold surveys in current file area for 5 years then destroy. Bulletins and brochures will be weeded out annually.

A. John Geronimi
Assistant Public Records Director

AA-PR2A

Approved:

DISPOSITION ORDER

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

No. 3806

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date December 15, 1978

To Custodian of Public Records

Joellen Valley

Office Vermont State Hospital
Research Library
Address Waterbury, VT

Your request dated September 1, 1978 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
9.	RESEARCH LIBRARY CATALOG Alphabetical listing of each book and journal owned by library, by author, title and and subject.	Remove and destroy cards when books are lost or removed from collection.
10.	RESEARCH LIBRARY SHELF LIST One card for each book owned by library; arranged by call number.	Remove and destroy cards when books are lost or removed from collection.

A. John Gerassi
Assistant Public Records Director

AA-PR2A

Approved: ..... Public Records Advisory Board

DISPOSITION ORDER

No. 3805

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date December 15, 1978

To Custodian of Public Records

Joellen Valley

Office Vermont State Hospital Research Library

Address Waterbury, VT

Your request dated September 1, 1978 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.	RESEARCH LIBRARY ORDERING RECORDS Books, audio visual and journal subscription Government Printing Office deposit account records, Mary White Fund records.	Destroy after two years.
2.	RESEARCH LIBRARY STATISTICS AND REPORTS Circulation, interlibrary loan and search statistics, monthly reports to Department of Libraries, quarterly reports to Hospital Library Development Service.	Destroy after three years.
3.	RESEARCH LIBRARY PERSONNEL FILES Evaluations of and correspondence regarding permanent library employees, volunteers and CETA workers.	Destroy three years after separation.
4.	RESEARCH LIBRARY INFORMATION HLDS News, National Library of Medicine News, copyright information, Department of Libraries news letters, ERIC information.	Screen yearly, destroying outdated and non-essential data.
5.	RESEARCH LIBRARY POLICIES AND PROCEDURES Policies, general and interlibrary loan; procedure manual.	Screen yearly, destroying superseded material.
6.	RESEARCH LIBRARY INTERLIBRARY LOAN AND SEARCH REQUEST RECORDS Forms indicate completed ILL and search transactions involving Research Library.	Destroy after one and one-half years.
7.	RESEARCH LIBRARY GENERAL CORRESPONDENCE Letters and memos to library staff; copies of letters and memos from staff.	Destroy after three years.
8.	RESEARCH LIBRARY PUBLISHER AND LIBRARY SUPPLIES CATALOGS	Destroy when superseded.

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

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

No. 3804

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date December 15, 1978

To Custodian of Public Records

Joellen Valley

Office Vermont State Hospital Community Library

Address Waterbury

Your request dated September 1, 1978 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.	COMMUNITY LIBRARY-PAMPHLET FILE Pamphlets and brochures on topics of current interest to patients of hospital, eg. aging,	Screen every two years, destroying outdated materials.
2.	COMMUNITY LIBRARY ORDERING RECORDS Records of what books have been ordered for the Community Library.	Discard as book arrives (business office retains recor of expenditures).
3.	COMMUNITY LIBRARY PERSONNEL RECORDS Time sheets and correspondence regarding volunteers, CETA workers and student workers in Library.	Destroy three years after separation.
4.	COMMUNITY LIBRARY CATALOG Alphabetical listing of each book and journal owned by library, by author, title and subject.	Remove and destroy cards when books are lost or removed from collection.
5.	COMMUNITY LIBRARY SHELF-LIST One card for each book owned by library; arranged by call number.	Remove and destroy card when book is lost or removed from collection.

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3801

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date December 15, 1978

To Custodian of Public Records

Joellen Valley

Office Vt. State Hospital
Housekeeping Division

Address Waterbury, VT

Your request dated October 23, 1978 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.	EMPLOYEE FILE Personnel file on employees. Includes: Any incidents, reprimands, performance ratings,8 personnel action, and documentation if appropriate in grievance cases. Used as a record of employee development.	Destroy 3 years after termination. NOTE: Letters of reprimand or warning which are more than 3 years old shall be removed from an employee's personnel file and destroyed.
2.	PRODUCT INFORMATION Mostly vendors specifications, information from trade magazines and catalogs; also equipment manuals. Purpose: to keep up to date on new products, used for buying information.	Screen periodically and destroy data that is obsolete or superseded.
3.	GENERAL OFFICE INFORMATION Committees, job standards, job descriptions, manuals, square footage, work schedules, sewing room records, repair slips, leave slips, key transfer information, flammability and other standards.	Screen periodically and destroy data that is obsolete or superseded.

A. John Gerardi
Assistant Public Records Director

AA-PR2A

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

DISPOSITION ORDER

No. 3800

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date December 15, 1978

To Custodian of Public Records

Joellen Valley

Office Vt. State Hospital
Computer Room

Address Waterbury, VT

Your request dated October 23, 1978 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.	VSH-ADMISSIONS DIAGNOSIS & DISCHARGE SHEETS Source material for computer input of patient data.	Destroy 2 years after information is computerized.
2.	VSH-IBM CARDS IBM Cards which have been used for input of patient data concerning admissions, diagnosis and discharge.	Destroy after data verification.

Assistant R. John Gleason
Public Records Director

AA PRSA

Approved:

DISPOSITION ORDER

No. 3799

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date December 15, 1978

To Custodian of Public Records

Joellen Valley

Office Human Services-Vt. State Hospital Grounds and Security

Address Waterbury, VT

Your request dated October 19, 1978 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.	ACTIVITIES AND EQUIPMENT INFORMATION Records include: Informational literature, equipment and material reports.	Destroy when superseded or obsolete.
2.	SECURITY RECORDS Daily security reports and time clock records. RL#15	Destroy when 5 years old, unless legal involvement, then retain until State's Attorney's Office settles issue. Transfer to State Records Center when one year old.

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3755

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 24, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Medical Records
Address Waterbury, VT

Your request dated May 15, 1978 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.	PATIENTS NEVER ADMITTED Information on patients who were brought to hospital and not admitted. If patient later admitted, this material is pulled for current chart.	Retain in current file area permanently.
2.	MEDICAL RECORDS CARD FILE Records of all admissions, discharges, and deaths.	Retain permanently.
3.	MEDICAL RECORDS GENERAL FILE Miscellaneous information regarding Medical Records requirements, memos from various V.S.H. Departments, permissions for reading charts, working death lists, information regarding American and Vermont Medical Record Associations, Medical Record Committee Meeting notes.	Retain permanently.

A. John Gustafson
Assistant Public Records Director

Approved:

AA DP2A

DISPOSITION ORDER

No. 3754

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 24, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Chaplain
Address Waterbury, VT

Your request dated May 24, 1978 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.	CHAPLAINS' OLD CARD FILE - OUTDATED Record of Roman Catholic and Protestant patients' information, names, addresses and confidential information.	Destroy immediately by shreddir

Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

AA-PR2A

DISPOSITION ORDER

No. 3753

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 24, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
General: All Services
Address Waterbury, VT

Your request dated May 24, 1978 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.	ADMISSION AND DISPOSITION SHEETS (A & D SHEET) DUPLICATE COPIES Daily census sheets of patient movements, patient status and bed occupancy available at the Vermont State Hospital - valued for statistical research. Medical Records has permanent copy.	Destroy after one year by shredding.

Assistant Public Records Director

Approved:

AA-PR2A

DISPOSITION ORDER

No. 3752

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 24, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Administration & Support
Address Waterbury, VT

Your request dated May 15, 1978 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
	copies of Commissioner's Order to Pay, reports and statemetns from various sources, e.g. Social Workers, lawyers, etc. Authorization to to bill, closed Attorney General accounts, insurance, Medicaid, resources and expenditure info. RS#12	Public Records Division for microfilming. Microthin jacket to be housed at Public Records, diazos at VSH.
10.	BRANDON TRAINING SCHOOL'S REPORTS Monthly statistical report of Brandon Training School. Report of income and expenditures showing how funds were mandated for students. This data is posted to central accounting files.	Destroy by shredding when one year old.
11.	LAND DEEDS AND TITLES Deeds and titles of land owned or leased by Vermont State Hospital. Includes: copies of deeds, titles, surveys, agreements and letters and memos re: Vermont State Hospital land. RS#14	Hold in current file area until administrative needs are satisfied, then transfer to Public Records Archives.
12.	ADMISSION BOOKS, MEMOS, REFERRAL FORMS Admission book includes any action in Admission Office regarding referrals, admissions, discharges, elopements, deaths; memos made in regard to admission procedures; referral forms contain information on patients, used for immediate referral when Records Room is closed.	Retain in current file area indefinitely.

Assistant Public Records Director

AA-PR2A

Approved: Public Records Advisory Board

DISPOSITION ORDER

No. 3751

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 24, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Administration & Support
Address Waterbury, VT

Your request dated May 15, 1978 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
4.	PATIENT FINANCIAL INFORMATION CASEWORK INVESTIGATOR'S FILES (GREEN CARDS) Green cards contain: Patient name, vital statistics, date of admission, type, misc. other information 1900's - 1968 (no longer used). RDH9	Transfer to Public Records for microfilming, destroy documents by shredding. Microthin jacket at PRD, diazos at VSH.
5.	MINUTES OF MAINTENANCE REVIEW MEETINGS Synopsis of problems, discussions and decisions regarding arrears accounts, by patient name. Information and discussion re: general policy and procedures.	Retain in current file area permanently.
6.	ACTIVE - DISCHARGED CARDS Card file on Active and Inactive patients-- quick reference information such as dates of admission and release, Social Security numbers, date of birth, legal status, etc. Casework Investigation working files.	Retain in current file area until one month after estate settlement, then destroy by by shredding.
7.	ROUTINE CASEWORK INVESTIGATION OFFICE FILES Includes: Copies of memos sent, copies of policy file, general correspondence, interdepartmental memos, insurance forms, copy of accounts receivable, etc. RDH11	Retain in current file area until 3 years old, then transfe to Public Records Center; hold until 5 years old, then destroy
8.	REASSESSMENT LOG Computer printouts of patients admitted at end of 60 days and one year; used to determine continuing ability of patients to pay.	Retain one year, destroy by shredding.
9.	FINAL REPORT OF BRANDON TRAINING SCHOOL STUDENT'S FINANCIAL INFORMATION Financial questionnaires, affidavits, guardianship estate accountings, correspondence	Retain in current file area until 5 years old, transfer to

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3750

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 24, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Administration & Support
Address Waterbury, VT

Your request dated May 15, 1978 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.	PATIENT'S FINANCIAL INFORMATION CASEWORK INVESTIGATOR'S FILES (VSH) Financial questionnaires, affidavits, guardianship estate accountings, correspondence, copies of Commissioner's Order to Pay. Reports and statements from various sources - e.g. Town Clerk, lawyers, etc. Authorizations to Bill, Closed accounts. Attorney General, Insurance, Medicare, Medicaid, VA & resources information, Title XX, Legal Air authorizations. RS#6	Retain in current file area 5 years after closure; transfer to State Records Center for microfilming, destroy documents by shredding. Two microfilm copies are to be made, one to be stored at Public Records, and one at Vermont State Hospital (Microthin jackets at PRD, diazo at VSH).
2.	DECEASED PATIENT FINANCIAL FILES - CASEWORK INVESTIGATOR Patient financial information awaiting disposition to terminate case.	Retain in current file area for 5 years after closure; transfer to State Records Center for microfilming, destroy documents by shredding. Two microfilm copies are to be made one to be stored at Public Records and one at VSH (microthin jackets at PRD, diazo at VSH).
3.	ATTORNEY GENERAL ACCOUNTS FROM CASEWORK INVESTIGATOR Patient financial information file plus any additional investigative reports, legal papers and correspondence involved. Open cases, unresolved.	When case is closed these cases are returned to Patient Financial Information files and microfilmed. (See #1 above.

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3749

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 21, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Storehouse

Address Waterbury, VT 05676

Your request dated May 24, 1978 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
	to the Accounts Payable Clerk, V.S.H. business office.	
5.	SUPPLIES AND EQUIPMENT CONTRACTS State of Vermont Vendor Contracts. Used for the preparation of contract release orders for supplies/equipment ordered.	Destroy when obsolete or superseded.
6.	LIST OF DRUGS ISSUED A preprinted list of drugs indicating quantities issued to various wards. Used to introduce information into the computerized inventory control system showing items, quantities, and cost of drugs issued by cost center. Also used to provide back-up information to resolve discrepancies noted on computer printout.	Destroy when one year old.
7.	ACTIVITY REQUISITIONS INDICATING SUPPLIES ISSUED Requisition forms indicating supplies/equipment issued to supported activities. Used to furnish computer inventory system issuance information by cost center.	Destroy when one year old.

A. John Gherardi
Assistant Public Records Director

AA-PR2A

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

DISPOSITION ORDER

No. 3748

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 21, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Storehouse
Address Waterbury, VT 05676

Your request dated May 24, 1978 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.	INVENTORY SYSTEM KEYPUNCH DATA-PURCHASING A working file of forms used to indicate up-to-date information introduced into the computerized inventory control system. Data includes information on purchases, issues, stock levels, reorder points, pricing and monthly inventory. These forms are forwarded to the State Information Systems Computer Center where monthly reports are prepared and returned to the Vermont State Hospital. After the monthly reports are inspected for errors and corrected, this file is no longer required.	Destroy 3 months after receipt of computer report.
2.	SUPPLIES AND EQUIPMENT LOCATOR FILE - PURCHASING A locator file of vendor orders with specification sheets and activity requisitions attached. A reference file used to identify supplies/equipment on order and cost by location code. Also used for the preparation of reports indicating overdue supplies and equipment on order.	Destroy when 5 years old.
3.	PURCHASE ORDERS-WORKING FILE A suspense file of State Purchase Orders, Contract Release Orders and V.S.H. - Local Purchase Orders used to maintain a record of supplies/equipment due in. Also used for the preparation of partial delivery receiving reports for items received.	Transfer to completed vendor order and receiving report file when all receiving action is completed.
4.	PURCHASE ORDERS AND RECEIVING REPORTS Agency copies of purchase orders, contract release orders, vendor packing list, freight bills and partial delivery receiving reports indicating final receiving action as reported	Destroy when 5 years old.

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3747

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 21, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Administration & Support
Address Waterbury, VT 05676

Your request dated May 24, 1978 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
8.	"GROUP-WITHOUT-A-NAME" - A PSYCHIATRIC RESEARCH SOCIETY Reports of yearly meetingsof the psychiatric research society GROUP-WITHOUT-A-NAME.	Transfer to Vermont State Hospital Archives, retain permanently.
9.	MONEY RECEIPTS Receipts from business office for patient's money sent them.	Destroy 10 years after closure.
10.	PATIENT CARD FILE AND ROLODEX Includes: Cards on all in-patients, discharged patients since 1975, "Waterbury Hot Line" - patients discharged to Waterbury area, list of outside phone numbers and facilities.	Retain in current file area indefinitely.

A. John Gerson
Assistant Public Records Director

AA-PR2A

Approved:

DISPOSITION ORDER

No. 3746

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 21, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Administration & Support
Address Waterbury, VT 05676

Your request dated May 24, 1978 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
5.	PROCESSED INVENTORY TRANSFER FORMS CAAS Processed source material for CAAS inventory control computer transactions. Equipment Transfer forms: green-nursing;pink-housekeeping; blue-maintenance (bldgs. and grounds); yellow-clerical; gold-storehouse transfer of used goods/storehouse transfer of new equipment; purple-transfers ordered by Inventory Control. Tissue copy of receiving report.	Destroy 2 years after depreciation and cost reports are audited by federal medicare auditors.
6.	AUTHORIZED BED CHANGES A & D sheets with bed changes and bed count attached to Equipment Transfer forms signed by either the Superintendent or the Nursing Administrator authorizing the bed change. Used in relation to physical capacity and staffing capacity associated with accredition.	Destroy 2 years after federal audit.
7.	LIFE CHANGE 1974 CAAS Reports include: FY 74 depreciation; FY 75 depreciation, life change depreciation, inventory verification 1974, errors, character object journal, imput form for computer and ~~and~~ ledger pages showing adjusted amounts for all transactions. In order to comply with Medicare auditors' recommendations, V.S.H. changed 1200 transactions (thousands of items) life (duration of time in which to depreciate capital assets) in FY 75 before any additions, changes or deletions were made in FY 75. There was no audit trail made and retained by the computer. This set of ledgers is the only audit trail for $1½ million dollar adjustment. Additionally there is one file with background material and 1 cu. ft. of F1 transcripts, single entry code sheets. Item #7	Destroy after 35 years, review one year prior to destruction, transfer to State Records Center 5 years after audit adjustment has been audited. Destroy by shredding.

Superseded by D.O. #7776

Assistant Public Records Director

Approved:

AA-PR2A

DISPOSITION ORDER

No. 3745

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date July 21, 1978

To Custodian of Public Records

Joellen Valley
Mental Health
Office Vermont State Hospital
Administration & Support
Address Waterbury, VT 05676

Your request dated May 24, 1978 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.	FINDING LISTS-CAPITAL ASSETS ACCOUNTIN SYSTEM Finding lists of physical properties for Hospital showing computer coding and expected life usefulness. Printout by character object, descriptor, and KWIC index.	Destroy when superseded or obsolete.
2.	INVENTORY REPORTS-WORKING FILE (CAPITAL ASSETS ACCOUNTING SYSTEM) Computer printout reports of validity tables, inventory verification, master detail report, master summary, change journal errors, and summary of transactions. Used to record, describe (by code and alpha), locate and keep track of all capital assets, ie. land, buildings, fixed assets, furniture, fixtures, appliances and equipment by character object by descriptor and further by cost activity by location.	Retain until next printout is corrected.
3.	INVENTORY MASTER FY REPORTS (CAPITAL ASSETS ACCOUNTING SYSTEM) Computer reports include: master detail printout, chnage journal errors, master summary, straight line depreciation, and inventory verification. These reports are used in creating the annual cost reports for medicare --without these reports no medicare assistance.	Destroy 2 years after cost reports and depreciation reports are audited by federal medicare auditors.
4.	INVENTORY FORMS FOR PROCESSING-WORKING FILE CAAS Physical inventory lists, tissue copy of receiving reports, inventory transfer forms.	Transfer to Processed Inventory forms after printout returned and corrections completed.

Assistant Public Records Director

AA-PR2A

Approved: Chairman, Public Records Advisory Board

DISPOSITION ORDER

No. 3701

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date May 19, 1978

To Custodian of Public Records

Joellen Valley

Office Vermont State Hospital

Address Waterbury, Vermont

Your request dated May 2, 1978 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.	PATIENT LEDGERS During 1891 - 1898 all information regarding patients was handwritten in ledgers as there were no medical records at that time. These records are considered of historical value.	Transfer to Public Records Division for security microfilming, then return to the Vermont State Hospital archives for permanent retention. NOTE: Micrographics will be housed at Public Records for security.

A. John Gregoni
Assistant Public Records Director

AA-PR2A

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

DISPOSITION ORDER

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

No. 3681

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date May 17, 1978

To Custodian of Public Records

Meredith Rogers

Office Vermont State Hospital

Address Waterbury, Vermont

Your request dated April 26, 1978 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.	RECEIPTS - PERSONAL PROPERTY - ADMISSION - FORM 55 Receipts for personal property of admissions. Original given to patient; duplicate copy filed by case number and chronological order; triplicate copies are illegible. (New forms to be made having only two copies). Supersedes Item No. 3, D. O. No. 97	Duplicate copies to be destroyed ten years after case is closed; triplicate copy to be destroyed immediately.

A. John Vacco
Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

AA-PR2A

DISPOSITION ORDER

No. 3680

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

State of Vermont
Agency of Administration
PUBLIC RECORD DIVISION
Montpelier, Vermont

Date May 17, 1978

To Custodian of Public Records

Jolleh Valley

Office Vermont State Hospital

Address Waterbury, Vermont

Your request dated April 20, 1978 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.	ADMISSION AND DISPOSITION SHEET (A&D SHEET) Daily census sheets of patient movements, patient status and bed occupancy available at the Vermont State Hospital - valued for statistical research. RS#3	Destroy source documents by shredding after microfilming. Microfilm copies required: 1st copy, master film loaded in microthin jackets, filed chronologically and housed with Public Records Division for security. 2nd copy, duplicate microfiche diazo film, filed chronologically and housed at Vermont State Hospital for reference.

A. John Gearon
Assistant Public Records Director

Approved: Chairman, Public Records Advisory Board

AA-PR2A

DESTRUCTION ORDER

No. 3094

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

State of Vermont
Agency of Administration
PUBLIC RECORDS DIVISION
Montpelier, Vermont

Date October 22, 1975

To Custodian of Public Records

Theodore J. Stokes

Office Vermont State Hospital

Address Waterbury, VT 05676

Your request dated June 20, 1975 asking permission for continuing authority to destroy 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 to destroy 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 Period
1.	CLOSED PATIENT MEDICAL RECORDS (See attached list for types of records) RDF1 In file	Destroy source documents by shredding 5 years after closur and after microfilming, editin and inserting microfilm into individual case record jackets Microfilm copies required: 1st copy, master film loaded i microthin jackets, filed numerically by case number, housed with Public Records Division for security. 2nd copy, duplicate microfiche diazo film, filed numerically by case number, housed at Vermont State Hospital for reference. NOTE: Source documents shall not be destroyed until the purchase and installation of a medical records reader at the State Hospital. (Purchased and installed 8/28/

Fred E. Steele 3rd
Public Records Director

Approved: Richard C. Thomas
Chairman, Public Records Advisory Board

AA-PR2A

VERMONT STATE HOSPITAL 9/19/74

FORMS FILED IN MEDICAL RECORDS

F-14	Social Service Dept.
F-22	History Paper
F-37	Four Hour Chart
F-60	Nursing Service Report
F-82	Record of Visitors
F-83	Medical Treatment
F-87	Physicians's Examination
F-89	X-Ray Requistion
F-103	Patients' Ward Card
L-1	Feces, Green Bond
L-2	Urinalysis, White Bond
L-3	X-Ray, Canary Bond
L-4	Miscellaneous, Gold Bond
L-5	Hemotology, Pink Bond
L-6	Biochemistry
L-7	Bacteriology Sensitivity
Briggs, Form-80	Physicians' Order Sheet & Progress Notes
NS-5	Intake-Output Record
NS-6	Diabetic Record
NS-7	Diabetic Control Record
NS-11	Mortuary Report
NS-12	Certification to Superintendent
NS-12a	Alcohol Admission Notes
NS-12b	Drug Admission Notes
NS-14	Administration Review of Conditions Justifying Hospitalization.
NS-19	Shock Therapy Authorization
NS-21	Medical Information Authorization for V.S.H.
NS-22	Autopsy Authorization
NS-24	Anesthesia Authorization
NS-24a	Dental Anesthesia Authorization
NS-25a	Admission Form Supplement
NS-26	Legal Papers Served on Patients
NS-27	Medical Intramural Transfer
NS-28	Psychiatric Intramural Transfer Summary
NS-29	Elopement Report
NS-30	Electrocardiogram
NS-35	Ward Admission Notes
NS-38	Consultation Sheet
NS-41	Return From Elopement
NS-47	VSH Medical Referral Form
NS-50	Special Incident Reports
NS-56	Alcoholic Discharge
NS-58	Electro-Convulsive Therapy Record
NS-59	Sodium Amytal Authorization
NS-60	Voluntary Admission and Treatment Form for Sodium Amytal Interview
NS-62	Problem List
NS-71	Administrative Determination Certification to Superintendent by Staff Physician.
NS-75	Problem Classification
NS-76	Nursing Service Flow Chart
NS-77	Patient Security Control Sheet
NS-78	V.O.T.E. Progress Report Flow Sheet
NS-79	Vital Sign Sheet
NS-80	Medical Records Index (Ward)

NS-82	Consent to be Photographed
NS-83	Report of Patient Refusal of Medications
NS-84	Emergency Medical Care Form
NS-85	Patient Profile
NS-86	(Temporary) list of Problems
SS-10	Alternate Care Placement
SS-11	Alternate Care Referral Sheet (Voluntary)
SS-11a	Alternate Care Referral Sheet (Involuntary)
SS-18	Geriatric Review Form
SS-21	Telephone Referral Form
ACT-2	Activity Group Evaluation
DD-1	Psychology Department Evaluation
DD-2	Psychology Department Evaluation (Continuation Sheet)
DMH-5	Voluntary Admission Form - Alcoholism & Drug Addiction
DMH-5a	Voluntary Admission Form
---	Court Orders
---	Physicians' Certifications
---	Computer Face Sheets
---	PAS
---	Abstracts from other Agencies
---	PPD
---	Mental Status
---	Diagnosis
---	EEG
---	Rehab Evaluations
---	School Evaluations
---	Hyde/Willard Problem Classification
---	U.R. Forms
---	Medicare Certifications
---	PER
---	U.R. Notes
---	Correspondence
---	Discharge Summaries
---	Legal Authority for Admission

DESTRUCTION ORDER

No. 2834

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

State of Vermont
Agency of Administration
PUBLIC RECORDS DIVISION
Montpelier, Vermont

Date May 30, 1972

To Custodian of Public Records

Theodore J. Stokes

Office Business Manager

Address Vermont State Hospital

Waterbury, Vt. 05676

Your request dated May 26, 1972 asking permission for continuing authority to destroy 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 to destroy 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 Period
1.	Copies of Standard State Invoices (DAF-15, DAF-23, DAF-24)	Two years and after audit
2.	Copies of Payrolls (CDP-15, DAF-17)	Two years and after audit
3.	Copies of Paid Invoices	Two years and after audit
4.	Copies of Expense Vouchers	Two years and after audit
5.	Monthly Detail of Appropriation Expenditures (CDP-10, CDP-11)	Two years and after audit
6.		
6.	Service Contracts, Contract Release Orders, Receiving Reports (yellow)	Two years and after audit
7.	Copies of Requisitions	Two years and after audit
8.	Copies of Purchase Orders	Two years and after audit
9.	Receipts for Funds to State Treasurer (State Treasurer's Form #7.)	Two years and after audit
10.	Refund Schedule of Expenditures (State Treasurer's Form #2.)	Two years and after audit
11.	Copies of Travel Requests	Two years
12.	Department Copy of Personnel Action Forms (DA-Per-2), DA-14, DA-Per-11)	Two years
13.	Time Sheets	Two years
14.	Copies of Budgets	Retain last two
15.	Copies of Biennial Reports for Printer	Retain last two

A. John Tarasuk
Acting Public Records Director

DA-PR2A

Approved:

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

DESTRUCTION ORDER

No. 2334

State of Vermont
Department of Administration
PUBLIC RECORDS DIVISION
Montpelier, Vermont

Date December 18, 1963

To Custodian of Public Records:

Rupert A. Chittick

Office Superintendent

Address Vermont State Hospital
Waterbury, Vermont

Your request dated January 29, 1963 asking permission for continuing authority to destroy certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Advisory Board that the following records as listed below, will have no further value after the specified period of time. Continuing Authority to destroy 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 Period
1.	Restraint Order, Form No. 99	Three years

Public Records Director

Approved:

Chairman, Public Records Advisory Board

DA-PR2A

PRC 1131.2-500150

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

DESTRUCTION ORDER

State of Vermont
Public Records Commission
Montpelier, Vermont

No. 971

Date June 18, 1957

To Custodian of Public Records R. A. Chittick,

Office Vermont State Hospital

Address Waterbury, Vt.

Your request dated June 17, 1957 asking permission to destroy certain records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity	Description	Period Covered
1.	2 lineal ft.	Accident Reports on Patients	Jan. 30, 1929 thru Dec. 29, 1942
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Certificate of Performance of Authority

I certify that on _____

I disposed of the records listed above by

_____
(Delivery to junkman, burning, etc.)

_____
Custodian

Chairman Public Records Commission

Director of Public Records

PRC 1301 8-500115(0)

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

DESTRUCTION ORDER

No. 99

State of Vermont
Public Records Commission
Montpelier, Vermont

Date February 11, 1952

To Custodian of Public Records
R. A. Gottlieb

Office Waterbury State Hospital

Address Waterbury, Vermont

Your request dated January 29, 1952 asking permission to destroy certain records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity	Description	Period Covered
1.	All *	Mileage Reports - Form 78	
2.	* x	Pink copies of Time Sheet summaries	
3.			
4.			
5.			
6.			
7.			
8.			
9.	* Continuing authority is hereby granted to destroy item 1 after retirement of vehicle		
10.	x Continuing authority is hereby granted to destroy item 2 two years after audited.		
11.			
12.			
13.			
14.			

Certificate of Performance of Authority

I certify that on _____

I disposed of the records listed above by

_____

(Delivery to junkman, burning, etc.)

Chairman Public Records Commission

Director of Public Records

PRC 1131.2-000110

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

DESTRUCTION ORDER

№ 98

State of Vermont
Public Records Commission
Montpelier, Vermont

Date February 11, 1952

To Custodian of Public Records
R. A. Chittick

Office Waterbury State Hospital

Address Waterbury, Vermont

Your request dated January 29, 1952 asking permission to destroy certain records has been considered and these records carefully analyzed.
It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity		Description	Period Covered
1.	All	*	Continuous Bath - Form 64	
2.	"	*	Wet Sheet Pack - Form 65	
3.	"	*	Hydrotherapy - Form 66	
4.	"	*	Clothing Record , Male - Form 101	
5.	"	*	Clothing Record, Female - Form 102	
6.	"	*	Patients Property Receipts - Form 88	
7.	"	*	Patients Index Cards - Accounting Office	
8.	"	x	Applications for Employment - Form 39	
9.	"	x	Requests for Information about Applicants -Form 51	
10.	"	x	Employees Agreements - Form 6	
11.	"	x	Employees Agreements - Form 40	
12.	"	x	Personnel Rating Sheets - Form 100	
13.	* Continuing authority is hereby granted to destroy items 1 to 7 inclusive after Patient's case is closed.			
14.				

x Continuing authority is hereby granted to destroy items 8 to 12 inclusive after a retention period of 5 years after employment has ceased.

Certificate of Performance of Authority

I certify that on _____
I disposed of the records listed above by

_____
(Delivery to junkman, burning, etc.)

_____
Custodian

Chairman Public Records Commission

Director of Public Records

PRC 1151.2-500150

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

DESTRUCTION ORDER

№ 97

State of Vermont
Public Records Commission
Montpelier, Vermont

Date February 11, 1952

To Custodian of Public Records
L. L. Chittick

Office Waterbury State Hospital

Address Waterbury, Vermont

Your request dated January 29, 1952 asking permission to destroy certain records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity	Description	Period Covered
1.	All	Patients Fund Receipts - Form 56	
2.	"	Receipts - Maintenance Account - Form 57	
3.	"	Receipts - Personal Property-Admission - Form 55 — Superseded by Des. #3481	
4.	"	Cancelled checks and check stubs for Patients Fund and Petty Cash Fund	
5.	"	Patients Monthly Ward Reports - Form 1	
6.	"	Nursing Records - Form 16	
7.	"	Temperature Charts - Form 37	
8.	"	Autopsy Work Sheets - Form 91	
9.			
10.		Continuing authority is hereby granted to destroy the above items as follows:	
11.		Items 1, 2 & 3 - Triplicate copies, filed chronologically, after a retention period of ten years and duplicate copies, filed by case numbers, after a retention period of two years after the case is closed.	
12.		Item 4 - After a retention period of ten years.	
13.		Items 5, 6, 7 & 8 - After all pertinent information has been placed in permanent record.	
14.			

Certificate of Performance of Authority

I certify that on _____

I disposed of the records listed above by

_____
(Delivery to junkman, burning, etc.)

_____
Custodian

Chairman, Public Records Commission

Director of Public Records

PRC 1181.2-060160

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

DESTRUCTION ORDER

№ 96

State of Vermont
Public Records Commission
Montpelier, Vermont

Date February 11, 1952

To Custodian of Public Records
R. A. Gilfillan

Office Waterbury State Hospital

Address Waterbury, Vermont

Your request dated January 29, 1952 asking permission to destroy certain records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity	Description	Period Covered
1.	All	* Slaughter Books - Form 70	
2.	"	* Inventories of Hogs - Form 71	
3.	"	* Chargeable Farm Labor & Trucking - Form 61	
4.	"	* Perpetual Inventories - Food	
5.	"	* Financial Statement Cards	
6.	"	* Patients Personal Fund (Ledger Cards)	
7.	"	* Perpetual Inventories (All items except food)	
8.	"	* Analysis of Expenditures - Form 85-A	
9.	"	* Applications Temporary Cash for maintenance	
10.	"	* Analysis of Expenditures - Summary	
11.	"	* Patients Maintenance Accounts - Journal (Obsolete)	
12.	"	* Patients Private Funds - Journal	
13.	"	* Copies of Paid Invoices and Purchase Orders	
14.			

*Continuing authority is hereby granted to destroy the above items 5 years after they become Inactive.

Certificate of Performance of Authority

I certify that on _____

I disposed of the records listed above by

_____
(Delivery to junkman, burning, etc.)

_____
Custodian

Chairman Public Records Commission

Director of Public Records

PRC 1801.5-500M150

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

DESTRUCTION ORDER

№ 95

State of Vermont
Public Records Commission
Montpelier, Vermont

Date February 11, 1952

To Custodian of Public Records
L. A. Gilbick

Office Waterbury State Hospital

Address Waterbury, Vermont

Your request dated January 29, 1952 asking permission to destroy certain records has been considered and these records carefully analyzed.
It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity		Description	Period Covered
1.	All	*	Food Consumption Summary - Form L2	
2.	"	*	Food Consumption - Form L3	
3.	"	*	Farm Produce Delivered to General Kitchen-Form 10L	
4.	"	x	Monthly Reports to State Board	
5.	"	x	Physicians Daily Reports - Form 25M, 26F & L5	
6.	"	x	Statistical Admission Records - Keyport	
7.	"	x	Statistical Discharge Records - Keyport	
8.	"	x	Meat Memorandum - Form 15	
9.	"	x	Sewing Room Reports - Form 75	
10.	"	x	Meat Requisitions - Form 80	
11.	"	x	Summary Card - Weekly Food Costs	
12.	"	x	Warehouse Sales Slips - Form L8	
13.	"	x	Farm Sales Slips - Form 52	
14.				

*Continuing authority is hereby granted to destroy items 1,2 & 3 after a retention period of one year after they become inactive.

x Continuing authority is herby granted to destroy items 4 to 13 inclusive after a retention period of 10 years after they become inactive.

Certificate of Performance of Authority

I certify that on _____
I disposed of the records listed above by

_____
(Delivery to junkman, burning, etc.)

_____
Custodian

Chairman Public Records Commission

Director of Public Records

PRC 1188 2-500150

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

DESTRUCTION ORDER

№ 94

State of Vermont
Public Records Commission
Montpelier, Vermont

Date February 11, 1952

To Custodian of Public Records
R. A. Chittick
Office Waterbury State Hospital
Waterbury,
Address Vermont

Your request dated January 29, 1952 asking permission to destroy certain records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity	Description	Period Covered
1.	All	* Daily Ward Summaries - Forms F2 & F3	
2.	"	* Report of Night Supervisor - Form 5	
3.	"	* Package Receipts- Form 63	
4.	"	* Menu Reports- Form 13	
5.	"	* Menu - Officers dining room - Form 72	
6.	"	* Kitchen Requisitions - Form 34	
7.	"	* Food Waste Reports - Form 67	
8.	"	* Daily Reports of Table Waste - Form 7	
9.	"	* Weekly Reports of Table Waste - Form 47	
10.	"	* Table Waste - Form 46	
11.	"	* Farm Tool Inventory - Form 53	
12.	"	* Milking Records - Form 44	
13.	"	* Farm Produce Records - Form 29	
14.	"	* Weekly Food Consumption (Summary)	

*Continuing Authority is hereby granted to destroy the above items after a retention period of one year after they become inactive.

Certificate of Performance of Authority

I certify that on .....
I disposed of the records listed above by

(Delivery to junkman, burning, etc.)

Custodian

Chairman, Public Records Commission

Director of Public Records

PRC 1131.2-5001150

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

DESTRUCTION ORDER

№ 13

State of Vermont
Public Records Commission
Montpelier, Vermont

Date October 5, 1944

To Custodian of Public Records Walter A. Chittick

Office Waterbury State Hospital

Address Waterbury

Vermont

Your request dated October 5, 1944 asking permission to destroy certain records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Commission that the following records as listed below, have no further value. Permission to destroy the same is hereby granted and you are ordered to make record of this authority in accord with Section 4176 V.S., Revision of 1947.

Item	Quantity	Description	Period Covered
1.	All	Physicians' Daily Report	Prior July 1, '4
2.	All	Continuing authority granted - Daily Ward Reports After retention for one year	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

John Clement, Secretary
Chairman Public Records Commission

Director of Public Records

Certificate of Performance of Authority

I certify that on _____

I disposed of the records listed above by

_____
(Delivery to junkman, burning, etc.)

_____
Custodian