



AGENCY SPECIFIC RECORD SCHEDULE FOR: Economic, Housing, and Community Development, Dept. of

- Authority:** A custodian of public records shall not destroy, give away, sell, discard, or damage any record or records in his or her charge, unless specifically authorized by law or under a record schedule approved by the state archivist pursuant to subdivision 117(a)(5) of Title 3. (1 V.S.A. § 317a)
- Scope:** This agency specific record schedule is applicable only to the records listed on this record schedule that are produced or acquired during the course of agency business. Records are any written or recorded information, regardless of physical form or characteristics, and includes electronic or digital records and data. (1 V.S.A. § 317)
- Use:** This is an agency specific record schedule (SRS). The agency (Economic, Housing, and Community Development, Dept. of) may develop its own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied across the agency. Records that need to be retained until OBSOLETE must be supported by an internal policy that clearly states a specific retention requirement that best meets the agency's administrative needs. Specific Record Schedule (SRS) numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.
- Exemptions:** It is the policy of Title 1, Chapter 5, Subchapter 3 of Vermont Statutes Annotated to provide for free and open examination of records consistent with Chapter 1, Article 6 of the Vermont Constitution. All people, however, have a right to privacy in their personal and economic pursuits, which ought to be protected unless specific information is needed to review the action of a governmental officer. Some records listed on this record schedule may be exempt from public inspection and copying for this reason. Security measures to protect records and information from unauthorized access, use, and disclosure are necessary if the records are exempt pursuant to 1 V.S.A. §§ 315-320. Please see Appendix B for Access Requirements and Appendix E for related legal references regarding exemptions from public inspection and copying.
- Retention:** This agency specific record schedule reflects the retention and disposition requirements for the following records regardless of their media, format, or mode of transmission. Duplicate records within the same agency that are used for specific legal, fiscal, or administrative purposes may be either retained using the retention requirement listed in this schedule or in accordance to an internal policy. Any copies of records made only for convenience of reference or informational purposes may be discarded when no longer needed unless otherwise directed through an internal policy. Duplicates or copies of records shall not be retained longer than the original records.
- Adopted by:** Signature on File. Adopted by Commissioner Mackay on August 15, 2011

Noelle Mackay, Commissioner / Economic, Housing, and Community Development, Dept. of

Date

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1477.1133: Downtown, Village Center, New Town Center, Growth Center and Vermont Neighborhood Designations

SRS-1477.1133: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, officially attesting that a community meets a standard for designation as a downtown, village center, new town center, growth center or Vermont neighborhood.

Classification: Downtown, village center, new town center, and growth center districts (Designating)

Retention: Retain applications, substantive correspondence, and decisions until designation as downtown, village center, new town center, growth center or Vermont neighborhood expires or is revoked, plus an additional five (5) years, then destroy. Designation decisions shall be reflected in meeting minutes and all minutes are to be retained permanently.

Retain reports until completed/closed, plus an additional five (5) years, then destroy.

Routine correspondence and incomplete or denied applications can be destroyed when no longer needed administratively.

Public Access: Review

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1477.1133 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1477.1133.8 Applications Public Access: <i>General</i>	Use for applications, application renewals and application amendments for designation status. Includes all records submitted in support of an application.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1477.1133.28 Correspondence (Routine) Public Access: <i>General</i>	Use for general correspondence.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1477.1133.53 Correspondence (Substantive) Public Access: <i>General</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the designation of downtowns, village centers, new town centers, growth centers or Vermont neighborhoods, including correspondence generated during a preapplication review process.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1477.1133.133 Decisions Public Access: <i>Review</i></p>	<p>Use for all decisions related to downtown, village center, new town center, growth center or Vermont neighborhood designation.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1477.1133.59 Minutes Public Access: <i>General</i></p>	<p>Use for meeting minutes created during the process of designating downtowns, village centers, new town centers, growth centers or Vermont neighborhoods.</p>	<p>Permanent (Archival)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 5 Year(s) THEN: Archives</p>
<p>SRS-1477.1133.144 Reports Public Access: <i>General</i></p>	<p>Use for staff reviews and similar reports related to downtown, village center, new town center, growth center or Vermont neighborhood designations.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 5 Year(s) THEN: Destroy (General)</p>

SRS-1477.1133 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1474.1107: Economic Development Incentives Records

SRS-1474.1107: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the process of determining eligibility for economic and community development programs, particularly the Economic Advancement Tax Incentive, Vermont Employment Growth Incentive, and Tax Increment Financing District programs, and other tax credits and incentives.

Classification: Economic development assistance recipients (Certifying)

Retention: Retain applications, certificates, substantive correspondence and supporting material, staff summaries, decisions, meeting minutes and reports until tax credits and incentives allocated through the Economic Advancement Tax Incentive, Vermont Employment Growth Incentive, and Tax Increment Financing District programs are completed/closed plus an additional six (6) years, and then destroy.

Legal notices provided to or from tax credit and incentive recipients shall be retained until closed, plus one (1) additional year, and then destroyed.

Routine correspondence and incomplete or denied applications can be destroyed when no longer needed administratively.

Public Access: Review

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1474.1107 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1474.1107.8 Applications Public Access: <i>Review</i>	Use for all applications for economic and community development programs.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
SRS-1474.1107.28 Correspondence (Routine) Public Access: <i>General</i>	Use for general correspondence.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1474.1107.53 Correspondence (Substantive) Public Access: <i>Review</i>	Use for correspondence that has significant administrative value and/or supports decisions related to certifying economic and community development incentives.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1474.1107.133 Decisions Public Access: <i>General</i></p>	<p>Use for the formal statement of approval or denial for economic and community development incentives.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1474.1107.59 Minutes Public Access: <i>General</i></p>	<p>Use for meeting minutes created during the process of certifying economic and community development incentives.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p>SRS-1474.1107.50 Notices, Legal Public Access: <i>General</i></p>	<p>Use for all legal notices required to be provided to or from economic and community development assistance recipients.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1474.1107.144 Reports Public Access: <i>Exempt</i></p>	<p>Use for the cost-benefit modeling report created to determine eligibility for an incentive, and all other reports submitted by the recipient of economic and community development incentives.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1474.1107.94 Summaries Public Access: <i>General</i></p>	<p>Use for the staff summary submitted while applying for economic and community development incentives.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1474.1107.36 Supporting material Public Access: <i>Exempt</i></p>	<p>Use for all material submitted with the application for an incentive, such as a company's annual reports.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)</p>

SRS-1474.1107 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1455.1003: Economic Development Records

SRS-1455.1003: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, giving advice or offering counsel or recommendations on the process of generating economic wealth and vitality, security, and opportunity.

Classification: Economic development (Advising)

Retention: Retain substantive correspondence and minutes (including significant supporting material) until advice or counsel processes have been completed, plus an additional three (3) years, then review for archival value and confirm disposition with the Vermont State Archives and Records Administration.

Copies of publications should be offered to the Vermont Department of Libraries pursuant to 22 V.S.A. § 605.

Registers or systems that serve as the formal list of clients, companies and advisees that do business with the agency shall be retained until the register is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Other records shall be retained as specified in this schedule.

Public Access: Review

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1455.1003 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1455.1003.4 Agendas Public Access: <i>General</i>	Use for written lists or programs of things to be done or considered. Minutes must accurately reflect the agenda otherwise agendas should follow the retention for minutes. Includes significant supporting materials.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
SRS-1455.1003.28 Correspondence (Routine) Public Access: <i>General</i>	Use for any correspondence transmitted or received that is routine in nature. Includes internal and interagency correspondence and correspondence with the public.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1455.1003.53 Correspondence (Substantive) Public Access: <i>General</i>	Use for any correspondence transmitted or received that has significant administrative value and/or documents policy development.	Conditional Archival	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Confirm

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1455.1003.59 Minutes Public Access: <i>General</i></p>	<p>Use for minutes and related records which document what was said and done at a meeting. Includes significant supporting material.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Confirm</p>
<p>SRS-1455.1003.80 Reference sources Public Access: <i>General</i></p>	<p>Use for sources of information, such as subject files, publications, and copies of other records, that are collected or received by the agency and which are referenced when needed and provided to advisees.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1455.1003.81 Registers Public Access: <i>Review</i></p>	<p>Use for systems, such as the Softshare database, that track clients, companies and advisees that do business with the agency.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>SRS-1455.1003.144 Reports Public Access: <i>General</i></p>	<p>Use for internal reports, including statistical reports, that are used to communicate and/or document general management, internal workflows and processes. Include significant supporting material. In addition to this record schedule, copies of significant published reports should be offered to the Vermont Department of Libraries pursuant to 22 V.S.A. § 605.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1455.1003.139 Requests Public Access: <i>Review</i></p>	<p>Use for formal requests for advice, assistance or counsel, including Technical Assistance Requests. Includes supporting material. If request is significant in nature, use retention requirement for Correspondence (Substantive).</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (Shred)</p>

SRS-1455.1003 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1475.1107: Eligible Housing Charity Records

SRS-1475.1107: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the determination of the eligibility of housing charities for tax credits and charitable investments in housing.

Classification: Eligible housing charities (Certifying)

Retention: Retain applications, decisions, substantive correspondence, and the last report received from eligible housing charities until all outstanding issues are completed/closed, plus an additional three (3) years, then destroy. Retain tax credit certificates until face value of certificate is zero plus three (3) years. Denied applications shall be retained for three (3) years from the date of denial and then destroyed.

Registers or systems that serve as the formal list of eligible housing charities shall be retained until the register is superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Routine correspondence and incomplete applications can be destroyed when no longer needed administratively.

Public Access: Review

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1475.1107 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1475.1107.8 Applications Public Access: <i>General</i>	Use for completed applications submitted by charities seeking status as eligible housing charities, as well as applications for tax credit certificates. Includes additional documentation submitted by the applicant.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-1475.1107.21 Certificates Public Access: <i>General</i>	Use for the tax credit certificates issued to charities deemed eligible for tax credits and charitable investments in housing.	Temporary (Legal)	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
SRS-1475.1107.28 Correspondence (Routine) Public Access: <i>General</i>	Use for routine correspondence created throughout the management of the Charitable Housing Tax Credit Program.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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<p>SRS-1475.1107.53 Correspondence (Substantive) Public Access: <i>General</i></p>	<p>Use for correspondence that has significant administrative value, such as the annual notice of the charitable threshold rate and lists of tax credit certificates supplied to the Department of Taxes.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1475.1107.133 Decisions Public Access: <i>General</i></p>	<p>Use for written decisions granting, denying or revoking a tax credit. For denied applications, retain for three (3) years following the date of denial.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>
<p>SRS-1475.1107.81 Registers Public Access: <i>General</i></p>	<p>Use for lists of eligible housing charities.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>SRS-1475.1107.144 Reports Public Access: <i>Review</i></p>	<p>Use for reports submitted annually by charities deemed eligible for tax credits and charitable investments in housing in order to maintain their status. Retain the last report received at all times and use this schedule for reports that have been superseded. For charities that are no longer eligible for tax credits and charitable investments, retain the last report received for ten (10) years following the date eligibility is revoked or the enabling statute is repealed.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (Shred)</p>

SRS-1475.1107 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1465.1109: Mobile Home Park Program Records

SRS-1465.1109: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the mobile home parks program in Vermont.

Classification: Mobile home parks (Registering)

Retention: Retain mobile home park registration and substantive correspondence concerning the park until all outstanding issues regarding the park have been completed, closed, or resolved, plus three (3) additional years, then destroy.

Declarations or notices of closure or intent to sell received from park owners and related records shall be retained until the park no longer exists, plus an additional six (6) years, then destroyed.

Retain routine correspondence, affidavits and reference sources until no longer needed administratively, then destroy. Lists of mediators shall be destroyed until superseded by updated lists and then destroyed.

Records of park disputes, such as mediators' invoices and petitions, shall be retained until the issue is closed plus three (3) additional years, then destroyed.

The Registry of Mobile Home Parks shall be retained until superseded and then appraised by the Vermont State Archives and Records Administration for continuing value.

Mobile Home Parks Reports shall be retained permanently and, in addition to this record schedule, copies of the reports shall be submitted to the Vermont Department of Libraries pursuant to 22 V.S.A. § 605.

Public Access: General

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1465.1109 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1465.1109.3 Affidavits Public Access: <i>General</i>	Use for affidavits for capital improvements surcharges, requests for a shortened notice period and any other affidavits.	Temporary (Legal)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1465.1109.28 Correspondence (Routine) Public Access: <i>General</i>	Use for routine correspondence created by the Mobile Home Park Program during the process of registering and reporting on mobile home parks or during mediation that is not otherwise specified on this schedule.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

<p>SRS-1465.1109.53 Correspondence (Substantive) Public Access: <i>General</i></p>	<p>Use for correspondence that has significant administrative value and/or is essential to supporting activities of the program, including lot rent increase forms and correspondence related to any legal action taken against a registrant.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1465.1109.32 Declarations Public Access: <i>General</i></p>	<p>Use for notices of closure or intent to sell received by the commissioner from park owners, along with all supporting material such as meeting scheduling and leaseholders petitions to approve a nonprofit corporation to represent them to purchase a park.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Life of Asset Ends PLUS: 6 Year(s) THEN: Destroy (General)</p>
<p>SRS-1465.1109.49 Invoices Public Access: <i>General</i></p>	<p>Use for mediators' invoices and legal fees paid by the agency.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1465.1109.55 Lists Public Access: <i>General</i></p>	<p>Use for list of qualified professional mediators compiled and maintained by the agency.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1465.1109.67 Petitions Public Access: <i>General</i></p>	<p>Use for petitions signed by mobile home park residents disputing lot rent increases during mediation by the Mobile Home Park Program, along with all supporting material created or provided during the mediation including correspondence, instructions, mediators' agreements, and mediation reports.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)</p>
<p>SRS-1465.1109.80 Reference sources Public Access: <i>General</i></p>	<p>Use for sources of information, such as subject files, publications, and copies of other records, that are collected or received by the agency and which are referenced when needed.</p>	<p>Temporary (Administrative)</p>	<p>RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)</p>
<p>SRS-1465.1109.81 Registers Public Access: <i>General</i></p>	<p>Use for the complete Registry of Mobile Home Parks.</p>	<p>Conditional Archival</p>	<p>RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm</p>
<p>SRS-1465.1109.167 Registrations Public Access: <i>General</i></p>	<p>Use for the lot fee invoice, and any other data provided by mobile home park owners, submitted during the registration of parks.</p>	<p>Temporary (Legal)</p>	<p>RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)</p>

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1465.1109.144

Reports

Public Access: **General**

Use for the periodically published Mobile Home Parks Report of information gathered through the Registry of Mobile Home Parks, and any other major reports produced through the mobile home parks program. In addition to this record schedule, copies of published Mobile Home Parks Reports should be offered to the Vermont Department of Libraries pursuant to 22 V.S.A. § 605.

Permanent (Archival)

RETAIN UNTIL: Completed/Closed

PLUS: 3 Year(s)

THEN: Archives

SRS-1465.1109 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1236.1115: Municipal and Regional Development Plans

SRS-1236.1115: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the filing and maintenance of municipal plans.

Classification: Municipal and regional land use and development plans (Filing)

Retention: Retain draft plans, along with supporting material submitted with the plans, until superseded by an approved plan, and then destroy. Retain approved plans until superseded by a new approved plan, then destroy.

Public Access: General

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1236.1115 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1236.1115.37 Drafts Public Access: <i>General</i>	Use for drafts of municipal and regional plans and bylaws, as well as amendments, submitted to the agency at the beginning of the public hearing process.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1236.1115.69 Plans (reports) Public Access: <i>General</i>	Use for municipal and regional plans and bylaws, including amended plans and interim bylaws, adopted by municipalities and filed with the agency upon completion of the public hearing process.	Temporary (Administrative)	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1236.1115.36 Supporting material Public Access: <i>General</i>	Use for any supporting material submitted with municipal and regional plans and bylaws, including reports.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

SRS-1236.1115 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1473.1003: Procurement Technical Assistance Center Records

SRS-1473.1003: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the process of providing information on federal, state, and municipal government contract opportunities and assistance on how to bid competitively for government contracts, through individual counseling, training sessions and events designed to bring Vermont businesses and the Federal government together.

Classification: Government marketing (Advising)

Retention: Budgets, invoices, substantive correspondence, and schedules shall be retained until the closure of the project, plus six (6) years, and then destroyed.

Agreements shall be retained until expired, plus six (6) years, and then destroyed.

Agendas shall be retained until the end of the calendar year, plus one (1) year and then destroyed.

The Vermont Business Registry and Bid System and related compilations shall be retained for as long as the registry system is in effect. When a registry system is scheduled to be superseded by another system, contact the Vermont State Archives and Records Administration for confirmation of retention requirements.

Presentation materials, promotional publications, routine correspondence, and reference sources can be destroyed when no longer needed administratively.

Public Access: General

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1473.1003 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1473.1003.4 Agendas Public Access: <i>General</i>	Use for agendas for planning meetings.	Temporary (Administrative)	RETAIN UNTIL: Calendar Year Ends PLUS: 6 Year(s) THEN: Destroy (General)
SRS-1473.1003.5 Agreements Public Access: <i>General</i>	Use for agreements between the agency and other organizations which reflect co-sponsorship of events or training sessions.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 6 Year(s) THEN: Destroy (General)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1473.1003.17	Use for budgets developed for events and training sessions and maintained for accounting purposes. Do not apply retention requirements and destroy until any related audits have been completed and satisfied.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (Shred)
Budgets			
Public Access: <i>General</i>			
SRS-1473.1003.28	Use for general correspondence.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Routine)			
Public Access: <i>General</i>			
SRS-1473.1003.53	Use for correspondence transmitted or received that has significant administrative value and/or documents policy development. Includes significant supporting materials.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed PLUS: 6 Year(s) THEN: Destroy (General)
Correspondence (Substantive)			
Public Access: <i>General</i>			
SRS-1473.1003.49	Use for copies of invoices maintained for accounting purposes.	Temporary (Legal)	RETAIN UNTIL: Audit Complete PLUS: 6 Year(s) THEN: Destroy (General)
Invoices			
Public Access: <i>General</i>			
SRS-1473.1003.71	Use for presentations developed for events and training sessions.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Presentations			
Public Access: <i>General</i>			
SRS-1473.1003.74	Use for pamphlets, advertisements, and other material developed to promote events and services.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Publications			
Public Access: <i>General</i>			
SRS-1473.1003.80	Use for sources of information, such as subject files, publications, and copies of other records, that are collected or received by the agency and which are referenced when needed.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Reference sources			
Public Access: <i>General</i>			
SRS-1473.1003.81	Use for the Vermont Business Registry and Bid System.	Conditional Archival	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
Registers			
Public Access: <i>General</i>			

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1473.1003.88

Use for event schedules.

Temporary (Administrative)

RETAIN UNTIL: Calendar Year Ends

Schedules

PLUS: 6 Year(s)

Public Access: *General*

THEN: Destroy (General)

SRS-1473.1003 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1477.1107: Sales Tax Reallocation and Tax Credit Records

SRS-1477.1107: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the certification of municipalities which have designated downtowns, village centers, new town centers and growth districts for reallocation of receipts from the tax imposed on sales of construction materials used in qualified projects and other tax credits.

Classification: Downtown, village center, new town center, and growth center districts (Certifying)

Retention: Retain applications, certificates, substantive correspondence, decisions, and final reports until tax credits allocated to designated downtown, village centers, new town centers, and growth center districts have expired, plus an additional five (5) years, and then destroy.

Routine correspondence and incomplete or denied applications can be destroyed when no longer needed administratively.

Public Access: Review

SPECIFIC RECORDKEEPING REQUIREMENTS for SRS-1477.1107 (see APPENDIX E for related legal references)

Record Category/Type	Applicability/Use:	Appraised Value:	Retention/Disposition:
SRS-1477.1107.8 Applications Public Access: <i>General</i>	Use for the initial application prepared and submitted to the department for tax credits or a reallocation of the sales tax generated by the qualified project. Incomplete or denied applications should be destroyed when no longer needed administratively.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1477.1107.21 Certificates Public Access: <i>General</i>	Use for the certificates issued to municipalities eligible for sales tax reallocation or tax credits.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1477.1107.28 Correspondence (Routine) Public Access: <i>General</i>	Use for routine correspondence created throughout the management of the Sales Tax Reallocation and Tax Credit Programs.	Temporary (Administrative)	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
SRS-1477.1107.53 Correspondence (Substantive) Public Access: <i>General</i>	Use for correspondence that has significant administrative value, or directly supports the decision to certify or not certify a municipality for reallocation of sales tax or tax credits. Correspondence for incomplete or denied applications should be retained until no longer needed administratively, then destroyed.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

SRS-1477.1107.133 Decisions Public Access: <i>General</i>	Use for written decisions granting, denying or revoking the reallocation sales taxes and tax credits.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (Shred)
SRS-1477.1107.144 Reports Public Access: <i>General</i>	Use for final reports submitted upon project completion to illustrate how funds were spent.	Temporary (Administrative)	RETAIN UNTIL: Expired PLUS: 5 Year(s) THEN: Destroy (General)

SRS-1477.1107 was approved by the Vermont State Archivist on 8/10/2011.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix A: Appraisal Values

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

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix B: Public Access Requirements

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

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix C: Retention Requirements

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

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

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix D: Disposition Requirements

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

Disposition	Description	Usage
Archives	Retain indefinitely. These records are eligible for transfer to the State Archives or agency archives.	Assigned to records that have been appraised as having archival value and are therefore permanent records.
Confirm	Confirm disposition with the Vermont State Archives and Records Administration after retention requirement has been met.	Assigned to records that are maintained in a centralized database or information system or are appraised as conditional archival.
Destroy (General)	Destroy by recycling or deleting the record.	Assigned to records that have been appraised as non-archival and are not exempt from public access. Agency discretion advised for general record schedules.
Destroy (Shred)	Destroy by shredding (includes electronic shredding).	Assigned to records that have been appraised as non-archival and are exempt from public access or contain sensitive information.
Unappraised	Default value for records that have not been appraised.	Assigned to records that have not been appraised and do not yet have retention or disposition requirements.
Weed	Separate temporary records from archival records in accordance with the approved records schedule.	Assigned to records that have been appraised as conditional archival. Upon weeding the temporary records from the archival records, transfer archival records to the Archives.

STATE OF VERMONT SPECIFIC RECORD SCHEDULE

Appendix E: Legal References

SRS-1477.1133: Downtown, Village Center, New Town Center, Growth Center and Vermont Neighborhood Designations *Review for Exemption?*

1 V.S.A. § 317	Definitions; public agency; public records and documents	Yes
24 V.S.A. § 2792	Vermont downtown development board	No
24 V.S.A. § 2793	Designation of downtown development districts	No
24 V.S.A. § 2793a	Designation of village centers by state board	No
24 V.S.A. § 2793b	Designation of new town center development districts	No
24 V.S.A. § 2793c	Designation of growth centers	No
24 V.S.A. § 2793d	Designation of Vermont neighborhoods	No
32 V.S.A. § 5930cc	Downtown and village center program tax credits	No

SRS-1474.1107: Economic Development Incentives Records *Review for Exemption?*

1 V.S.A. § 317	Definitions; public agency; public records and documents	Yes
10 V.S.A. § 7	Economic development; assistance and incentives benchmark reports	Yes
24 V.S.A. § 1894	Power and life of [tax increment financing] district	No
24 V.S.A. § 1897	Tax increment financing	No
32 V.S.A. § 163	Duties of the auditor of accounts	No
32 V.S.A. § 5404a	Tax stabilization agreements	No
32 V.S.A. § 5404a(h)	Tax stabilization agreements; tax increment financing districts	No
32 V.S.A. § 5882	Time limitation on notices of deficiency and assessment of penalty and interest [related to income taxes]	No
32 V.S.A. § 5892	Action to collect taxes; limitations [related to income taxes]	No

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32 V.S.A. § 5930a	Vermont economic progress council	Yes
32 V.S.A. § 5930b	Vermont employment growth incentive	Yes
32 V.S.A. § 5930c	Economic advancement payroll tax credit	Yes
32 V.S.A. § 5930d	Economic advancement research and development tax credit	Yes
32 V.S.A. § 5930f	Vermont export tax incentive	Yes
32 V.S.A. § 5930g	Capital investment tax credit	Yes
32 V.S.A. § 5930h	Carry-forward, carry-back, and recapture [of tax incentives] for substantial curtailment of trade or business	Yes
32 V.S.A. § 5930k	High-tech growth incentives	Yes
32 V.S.A. § 5930w	Economic advancement sustainable technology research and development tax credit	Yes
32 V.S.A. § 5930x	Economic advancement sustainable technology export tax credit	Yes

SRS-1455.1003: Economic Development Records *Review for Exemption?*

1 V.S.A. § 317	Definitions; public agency; public records and documents	Yes
3 V.S.A. § 2402	Creation of agency [of commerce and community development]	No
3 V.S.A. § 2471	Department of economic development	No

SRS-1475.1107: Eligible Housing Charity Records *Review for Exemption?*

1 V.S.A. § 317	Definitions; public agency; public records and documents	Yes
11 020 CVR 004	Part IV: Administration of the housing investment tax credit program	No
32 V.S.A. § 5830c	Tax credits; charitable investments in housing	No
32 V.S.A. § 5882	Time limitation on notices of deficiency and assessment of penalty and interest [related to income taxes]	No
32 V.S.A. § 5892	Action to collect taxes; limitations [related to income taxes]	No

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SRS-1465.1109: Mobile Home Park Program Records *Review for Exemption?*

10 V.S.A. § 6237a	Mobile home park closures	No
10 V.S.A. § 6242	Mobile home owners' right to notification prior to park sale	No
10 V.S.A. § 6251	Mobile home lot rent increase; notice; meeting	No
10 V.S.A. § 6252	Lot rent increase dispute; mediation	No
10 V.S.A. § 6254	Registration of mobile home parks; report	No
11 020 CVR 001	Part I: Mobile home parks	No
22 V.S.A. § 605	Duties and functions of the department of libraries	Yes

SRS-1236.1115: Municipal and Regional Development Plans *Review for Exemption?*

24 V.S.A. § 4348	Adoption and amendment of regional plan	No
24 V.S.A. § 4348b	Readoption of regional plans	No
24 V.S.A. § 4350	Review and consultation regarding municipal planning effort [related to regional planning commissions]	No
24 V.S.A. § 4351	Review by commissioner of housing and community affairs	No
24 V.S.A. § 4362	Appropriations	No
24 V.S.A. § 4382	The plan for a municipality	No
24 V.S.A. § 4384	Preparation of plan; hearings by planning commission	No
24 V.S.A. § 4387	Readoption of [municipal] plans	No
24 V.S.A. § 4415	Interim bylaws [municipal and regional plans]	No
24 V.S.A. § 4441	Preparation of bylaws and regulatory tools; amendment or repeal [municipal and regional planning]	No
49 CFR 18.42	Retention and access requirements for records [related to Federal transportation grants]	No

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SRS-1473.1003: Procurement Technical Assistance Center Records *Review for Exemption?*

3 V.S.A. § 2471	Department of economic development	No
3 V.S.A. § 2471a	The Vermont business registry	No
3 V.S.A. § 2471b	Government marketing assistance center	No

SRS-1477.1107: Sales Tax Reallocation and Tax Credit Records *Review for Exemption?*

32 V.S.A. § 5930bb	Eligibility and administration [related to tax credits associated with improvements or rehab in designated downtown or village districts]	No
32 V.S.A. § 5930cc	Downtown and village center program tax credits	No
32 V.S.A. § 5930dd	Claims; availability [related to income tax credits for designated downtown/ village center rehab or improvements]	No
32 V.S.A. § 9819	Reallocation of receipts [sales and use tax]	No