

RECORD SCHEDULE FOR: Historic Preservation, Div. for

This is an agency-specific record schedule that satisfies the requirements of 1 V.S.A. § 317a and, where mandated, 3 V.S.A. § 218. It is subject to annual certification and may be amended by mutual consent at any time. If not otherwise listed, all other agency records are addressed by general record schedules.

Public agencies are responsible for developing their own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied across the agency. Records listed on the record schedule 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 or department's administrative needs.

Transferring records to the State Records Center or State Archives requires a transfer agreement from the Vermont State Archives and Records Administration and additional documentation. See the ARCHIVES AND RECORDS MANAGEMENT HANDBOOK for related forms, definitions and additional procedures.

*Kevin Dorn, Secretary / Commerce and Community
Development, Agency of* **SIGNATURES ON FILE.** _____ *Date*
APPROVED AND SIGNED BY
THE VERMONT STATE
ARCHIVIST ON: 4/5/2010

Gregory Sanford, Vermont State Archivist _____ *Date*

1386.1069: Project Review Files

Classification: Historic properties or resources (Preserving)

Scope: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the preservation and protection of historic properties and resources. Includes project review and technical assistance records.

Directive: Retain records for 4 years after completion of project review activities, and then destroy.

For reports, evaluations, and substantive correspondence related to particular historic sites, retain permanently according to Schedule No. 1386.1099 "Historic Sites Surveys and Inventories."

Exemption: **Yes** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Correspondence (Routine) <i>ID: 1386.1069.28</i>	Use for routine correspondence that is not otherwise specified on this record schedule.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1386.1069.53</i>	Use for correspondence that has significant administrative value and/or is essential to supporting the final report and recommendations issued by the Division concerning projects that have been reviewed.	Conditional Archival Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Confirm
Reports <i>ID: 1386.1069.144</i>	Use for reports or similar documents that convey the reviewing agency's evaluation of the potential effects of the proposed project and, as appropriate, measures to avoid or mitigate adverse effects.	Conditional Archival Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Confirm
Supporting material <i>ID: 1386.1069.36</i>	Use for copies of information submitted to or gathered by the Division to support the review process for historic properties or resources that may be affected by proposed projects such as those relating to ACT 250 or transportation. Includes copies of internal documentation gathered to support the review process.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Worksheets <i>ID: 1386.1069.104</i>	Use for Section 106 review forms, project overview sheets and similar records used to track and document the review process.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)

This record schedule was approved on 4/5/2010 and is applicable to records created and received by the Historic Preservation, Div. for.

1386.1074: Division for Historic Preservation Publications

- Classification:** Historic properties or resources (Publishing)
- Scope:** Reserved for activities and transactions that relate to or affect, in a specific manner, the production of publications related to historic properties and resources.
- Directive:** Retain publications for 4 years from the date of their creation, and then transfer to archives.
- Retain all agreements with authors, photographers, and other creators for 95 years after creation, and then destroy.
- Retain substantive correspondence for 4 years from the date of creation and then destroy.
- Retain all other records related to publications until they no longer have administrative value, and then destroy.
- Exemption:** **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Agreements <i>ID: 1386.1074.5</i>	Use for formal agreements made with authors, photographers, and other contributors related to publications about state historic sites.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 95 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1386.1074.28</i>	Use for routine correspondence related to the production of publications.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1386.1074.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the production of publications.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Drafts <i>ID: 1386.1074.37</i>	Use for drafts, proofs, and preliminary versions of publications.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Images <i>ID: 1386.1074.46</i>	Use for photographs, negatives, and other images used in publications.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Publications <i>ID: 1386.1074.74</i>	Use for all formal publications, including brochures, pamphlets, guidebooks, and audio-visual materials, produced by the agency about historic and archaeological sites and resources.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Archives

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1386.1099: Historic Sites Surveys and Inventories

Classification: Historic properties or resources (Identifying)

Scope: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the identification and documentation of historic properties and resources in Vermont.

Directive: Permanently retain all inventories, reports, images, and similar records that document historic properties and resources.

Retain routine correspondence, general reference sources, and worksheets until they no longer have administrative value, and then destroy.

Exemption: **Yes** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Correspondence (Routine) ID: 1386.1099.28	Use for any correspondence transmitted or received that is routine in nature. Includes internal and interagency correspondence and correspondence with the public.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) ID: 1386.1099.53	Use for correspondence that has significant administrative value and/or is essential in documenting historic properties and resources.	Permanent (Archival) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives
Images ID: 1386.1099.46	Use for photographic negative files, slide collections, and related photographs and images that document historic properties or resources.	Permanent (Archival) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives
Inventories ID: 1386.1099.48	Use for inventories and related documentation about historic properties or resources surveyed by the Division for Historic Preservation.	Permanent (Archival) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives
Maps ID: 1386.1099.57	Use for maps created by the division that detail locations of historic properties and resources.	Permanent (Archival) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Archives
Reference sources ID: 1386.1099.80	Use for copies of published sources, subject files, and other reference sources related to historic properties that are duplicated elsewhere.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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<p>Reports</p> <p><i>ID: 1386.1099.144</i></p>	<p>Use for reports that document historic sites and properties. Includes technical archaeological reports and collections analyses documentation.</p>	<p>Permanent (Archival)</p> <p>Exempt? Yes</p>	<p>RETAIN UNTIL: Completed/Closed</p> <p>PLUS: 0 Year(s)</p> <p>THEN: Archives</p>
<p>Worksheets</p> <p><i>ID: 1386.1099.104</i></p>	<p>Use for File Status reports and similar worksheets.</p>	<p>Temporary (Administrative)</p> <p>Exempt? Yes</p>	<p>RETAIN UNTIL: Obsolete</p> <p>PLUS: 0 Year(s)</p> <p>THEN: Destroy (General)</p>

1386.1103: Historic Sites & VT Archeology Heritage Center Operations Records

Classification: Historic properties or resources (Managing)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the superintendence and general, day-to-day operation of state historic sites, including the Vermont Archaeological Heritage Center (AHC). For records related to policy development and administration, see Schedule 1387.1102 "Historic Preservation Administrative Policy Records."

Directive: Retain plans, agreements and procedures related to general operations for 3 years from the date when they are no longer in effect, and then destroy.

Retain minutes, substantive correspondence, reports, and registers for 3 years from their creation, and then destroy.

Retain agendas and calendars for 1 year and then destroy.

Retain routine correspondence, drafts, and reference sources until they no longer have administrative value, and then destroy.

Exemption: **Yes** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Agendas <i>ID: 1386.1103.4</i>	Use for meeting agendas.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Agreements <i>ID: 1386.1103.5</i>	Use for informal agreements related to the general management and operation of state historic sites and/or the AHC.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
Calendars <i>ID: 1386.1103.19</i>	Use for schedules of meetings and related events.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1386.1103.28</i>	Use for any correspondence transmitted or received that relates to the general operation of state historic sites and/or the AHC. Includes internal and interagency correspondence and correspondence with the public on routine matters.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1386.1103.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the overall operation of state historic sites and/or the AHC.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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Drafts <i>ID: 1386.1103.37</i>	Use for all preliminary or tentative versions of documents that were never put into practice or applied.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Minutes <i>ID: 1386.1103.59</i>	Use for minutes and related documents that record what was said and done at meetings.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Plans (reports) <i>ID: 1386.1103.69</i>	Use for planning documents related to the day-to-day operations of state historic sites and/or the AHC.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Procedures <i>ID: 1386.1103.73</i>	Use for sets of instructions and directives that govern the general operation of state historic sites and/or the AHC.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (General)
Reference sources <i>ID: 1386.1103.80</i>	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) Exempt? Yes	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Registers <i>ID: 1386.1103.81</i>	Use for visitor registers.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Destroy (General)
Reports <i>ID: 1386.1103.144</i>	Use for internal reports, including statistical reports, that are used to communicate and/or document the general management and operation of state historic sites and/or the AHC.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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1386.1109: State and National Registers of Historic Places

Classification: Historic properties or resources (Registering)

Scope: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the registration of historic properties or resources on the Vermont State Register of Historic Places or the National Register of Historic Places.

Directive: Permanently retain final registry file, records documenting decisions, and all substantive correspondence.

Retain applications, legal notices, and meeting minutes for 4 years after action on the application has occurred, and then destroy.

Retain routine correspondence and reference sources until they no longer have administrative value and then destroy.

Exemption: **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Applications <i>ID: 1386.1109.8</i>	Use for any written request, proposal or nomination submitted for consideration for the Vermont State Register of Historic Places or the National Register of Historic Places or for removal from a register. Includes all supporting material.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1386.1109.28</i>	Use for routine correspondence that is not otherwise specified on this schedule.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1386.1109.53</i>	Use for correspondence that has significant administrative value and/or is essential to supporting a final decision. Includes executive-level correspondence. Includes letters that are sent to owners notifying them that their property is being considered for nomination to the National Register.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1386.1109.133</i>	Use for approvals and denials of registry eligibility made by the State Advisory Council and final decisions of the National Park Service, where applicable. Includes preliminary opinions for the eligibility of a property for the National Register.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Archives

This record schedule was approved on 4/5/2010 and is applicable to records created and received by the Historic Preservation, Div. for.

Minutes <i>ID: 1386.1109.59</i>	Use for records documenting what was said and done at public meetings related to the registering of historic sites.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Reference sources <i>ID: 1386.1109.80</i>	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) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Registers <i>ID: 1386.1109.81</i>	Use for the final registry file (nomination/registration form, photographs and maps) associated with a property or resource's nomination and listing on the State and/or National Register.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Archives

1387.1093: Historic Preservation Education and Outreach Files

Classification: Historic preservation (Training)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the provision of training and educational programs related to historic preservation.

Directive: Retain records of individual training sessions for 4 years after the training has been completed, and then destroy.

Retain reference sources and routine correspondence until they no longer have administrative value, and then destroy.

Exemption: **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Correspondence (Routine) <i>ID: 1387.1093.28</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) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1387.1093.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to training and education programs.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Presentations <i>ID: 1387.1093.71</i>	Use for presentations, lecture notes, videos, slide shows, and similar demonstrations created for education and training purposes.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Reference sources <i>ID: 1387.1093.80</i>	Use for sources of information, such as subject files, publications, and copies of other records, that are used to develop training and outreach programs.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Registers <i>ID: 1387.1093.81</i>	Use for lists of training attendees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Supporting material <i>ID: 1387.1093.36</i>	Use for instructional materials, such as handouts, worksheets, and summaries, distributed to supplement a presentation or lecture.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)

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1387.1102: Historic Preservation Administrative Policy Records

Classification: Historic preservation (Administering)

Scope: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the development and general administration of policies and programs related to the research, protection, restoration and rehabilitation of buildings, structures, objects, districts, areas, and sites of historical, architectural, archeological or cultural significance. Includes the state's archeology program.

Directive: Retain for 4 years from their creation all reports, minutes, substantive correspondence, studies, and similar records that document the development and implementation of the state historic preservation program and the state archeology program. Transfer to archives.

Retain all plans, agreements, and policies for 4 years after the date that they are no longer in effect, and then transfer to archives.

Retain calendars, legal notices, press releases, and agendas for 1 year, and destroy.

Retain drafts, routine correspondence, and reference materials until they no longer have administrative value and then destroy.

Exemption: **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Agendas <i>ID: 1387.1102.4</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) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Agreements <i>ID: 1387.1102.5</i>	Use for formal agreements, such as interagency agreements, programmatic agreements, and memoranda of understanding, concerning policies and programs. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Archives
Calendars <i>ID: 1387.1102.19</i>	Use for schedules of meetings and related events.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1387.1102.28</i>	Use for any correspondence transmitted or received that relates to day-to-day office administration. Includes general internal and interagency correspondence and correspondence with the public on routine matters.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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Correspondence (Substantive) <i>ID: 1387.1102.53</i>	Use for any correspondence transmitted or received that has significant administrative value and/or documents policy development. Includes opinions and memoranda of decisions. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Archives
Drafts <i>ID: 1387.1102.37</i>	Use for all preliminary or tentative versions of documents that were never put into practice or applied by the agency. If applied, schedule according to the draft's purported record type.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Minutes <i>ID: 1387.1102.59</i>	Use for records of what was said and done at meetings and/or for minutes documenting policy development. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 4 Year(s) THEN: Archives
Notices, Legal <i>ID: 1387.1102.50</i>	Use for official, written statements, notices, or announcements that are required by law.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 1 Year(s) THEN: Destroy (General)
Plans (reports) <i>ID: 1387.1102.69</i>	Use for state plans, strategic plans and similar planning documents, usually required by State or Federal law, documenting agency or program goals, objectives and plans for the future. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 4 Year(s) THEN: Archives
Policies <i>ID: 1387.1102.70</i>	Use for policies, guidelines, standards, and similar written statements that outline agency or program guiding principles or general courses of action. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 4 Year(s) THEN: Archives
Press releases <i>ID: 1387.1102.72</i>	Use for official agency statements distributed to the press that relate to the agency's administration and/or the formulation or development of policy.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Procedures <i>ID: 1387.1102.73</i>	Use for sets of substantive instructions or procedures that govern the administration of a public agency and/or policy development. Does not include rules adopted pursuant to the Administrative Procedure Act.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 4 Year(s) THEN: Archives

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Reference sources <i>ID: 1387.1102.80</i>	Use for sources of information, such as subject files, publications, and copies of other records, that are referenced as needed.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Reports <i>ID: 1387.1102.144</i>	Use for annual reports and similar reports, usually required by State or Federal law, documenting activities and accomplishments. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Archives
Studies <i>ID: 1387.1102.116</i>	Use for studies conducted by or for a public agency or program that relate to the agency's administration and/or the formulation or development of policy. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Archives

1387.1107: CLG Certification Files

Classification: Historic preservation (Certifying)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the certification of historic preservation programs.

Directive: Retain applications, decisions, and substantive correspondence for 4 years after the date the certification expires, or the application is denied, and then destroy.

Retain agreements and reports for 4 years after the certification expires, and then destroy.

Retain routine correspondence and reference sources until they no longer have administrative value, and then destroy.

Exemption: **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Agreements <i>ID: 1387.1107.5</i>	Use for certification agreements.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (General)
Applications <i>ID: 1387.1107.8</i>	Use for applications and similar requests submitted by local government historic preservation programs for certification as a CLG. Includes all supplemental records submitted in support of an application.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1387.1107.28</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) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1387.1107.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the certification of local government historic preservation programs.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1387.1107.133</i>	Use for all decisions in response to requests for certification.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Expired PLUS: 4 Year(s) THEN: Destroy (General)
Reference sources <i>ID: 1387.1107.80</i>	Use for sources of information, such as subject files, publications, and copies of other records, that are referenced as needed.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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Reports	Use for evaluations and similar reports related to CLG certification.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed
ID: 1387.1107.144		Exempt? No	PLUS: 4 Year(s)
			THEN: Destroy (General)

1387.1110: Historic Preservation Grant Files

Classification: Historic preservation (Granting)

Scope: This schedule is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, the award and administration of funding for historic preservation activities. Includes grants awarded to and by the division.

Directive: Retain grant records for 4 years after closeout of the grant period and then destroy.

For final reports that document grant activities with particularly significant effects or impact on state-wide historic preservation efforts, retain permanently according to Schedule No. 1387.1102, "Historic Preservation Administrative Policy Records."

For reports that document effects on individual historic sites, retain permanently according to Schedule No. 1386.1099 "Historic Sites Surveys and Inventories."

Exemption: **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Agreements <i>ID: 1387.1110.5</i>	Use for official, signed grant agreements and related documents, including amendments, that outline the terms, conditions, and amounts of an award.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Applications <i>ID: 1387.1110.8</i>	Use for grant applications and related documents used to request financial support.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Authorizations <i>ID: 1387.1110.141</i>	Use for all authorizations related to grants.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Certificates <i>ID: 1387.1110.21</i>	Use for all certificates and other formal statements of qualifications required as part of a grant agreement or application, including insurance certificates.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1387.1110.28</i>	Use for general correspondence relative to the award or administration of grants.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1387.1110.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the award or administration of grants.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)

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Decisions <i>ID: 1387.1110.133</i>	Use for all decisions related to the awarding, administration, or procurement of grants. Includes Notices of Award.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Invoices <i>ID: 1387.1110.49</i>	Use for copies of the original invoice associated with a grant.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Minutes <i>ID: 1387.1110.59</i>	Use for meeting minutes relative to the award or administration of a grant.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Proposals <i>ID: 1387.1110.154</i>	Use for agency indirect cost rate proposals submitted in relation to federal grants.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Reports <i>ID: 1387.1110.144</i>	Use for all reports required by a grant agreement, including financial, monitoring, and final reports. For final reports that document grant activities with particularly significant effects or impact on state-wide historic preservation efforts, retain permanently according to Schedule No. 1387.1102, "Historic Preservation Administrative Policy Records." For grant reports that document effects on individual historic sites, retain permanently according to Schedule No. 1386.1099 "Historic Sites Surveys and Inventories."	Conditional Archival Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Confirm
Supporting material <i>ID: 1387.1110.36</i>	Use for supplemental records related to the awarding, administration, or procurement of grants.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Waivers <i>ID: 1387.1110.150</i>	Use for waivers issued by the Secretary of Administration relative to grant administration.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)
Worksheets <i>ID: 1387.1110.104</i>	Use for worksheets and checklists related to the award or administration of a grant.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 4 Year(s) THEN: Destroy (General)

This record schedule was approved on 4/5/2010 and is applicable to records created and received by the Historic Preservation, Div. for.

1394.1103: Collection Management Records

Classification: Museum property (Managing)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the general management of objects possessing intrinsic, historic, artistic, scientific, or cultural value. Includes the acquisition, loan, and/or de-accessioning of cultural property.

Directive: Retain registers and databases permanently.

Retain all other collection management records for as long as the agency owns or possesses the property, and then destroy. In the event that the agency transfers ownership to another entity, the agency may also transfer records as appropriate.

Exemption: **No** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Agreements <i>ID: 1394.1103.5</i>	Use for all agreements that govern the transfer, gift, donation, or loan of cultural property.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Life of Asset Ends PLUS: 0 Year(s) THEN: Destroy (General)
Appraisals <i>ID: 1394.1103.9</i>	Use for appraisals of cultural property.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Life of Asset Ends PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1394.1103.28</i>	Use for general correspondence.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1394.1103.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the transfer, gift, donation, or loan of cultural property.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Life of Asset Ends PLUS: 0 Year(s) THEN: Destroy (General)
Deeds <i>ID: 1394.1103.142</i>	Use for certificates of title.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Life of Asset Ends PLUS: 0 Year(s) THEN: Destroy (General)
Notices, Legal <i>ID: 1394.1103.50</i>	Use for official written statements, notices, or announcements that are required by law.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Life of Asset Ends PLUS: 0 Year(s) THEN: Destroy (General)
Registers <i>ID: 1394.1103.81</i>	Use for museum registers, databases, and/or official inventories that document the transfer, acquisition, loan, and/or de-accessioning of cultural property.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Archives

This record schedule was approved on 4/5/2010 and is applicable to records created and received by the Historic Preservation, Div. for.

1422.1104: Archaeological Permits

Classification: Field investigations (Permitting)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the issuing of permits to individuals to study the traces of human culture at any land or water site by means of surveying, digging, sampling, excavating, or removing surface or subsurface objects.

Directive: Permanently retain reports detailing the findings of field investigations under Schedule 1386.1099 "Historic Sites Surveys and Inventories."

Retain applications, decisions, and correspondence for 10 years after the completion of the field work, and then destroy.

Exemption: **Yes** *If yes, see below for specific records that may be exempt from public use and inspection.*

RECORDKEEPING REQUIREMENTS (see APPENDIX for any related legal references)

Record:	Applicability/Use:	Appraised Value:	Retention/Disposition:
Applications <i>ID: 1422.1104.8</i>	Use for applications and similar requests for permits to conduct field investigations.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (Shred)
Correspondence (Routine) <i>ID: 1422.1104.28</i>	Use for general correspondence related to permits for field investigations.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (Shred)
Correspondence (Substantive) <i>ID: 1422.1104.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the permitting of field investigations.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (Shred)
Decisions <i>ID: 1422.1104.133</i>	Use for all records documenting decisions related to the issuance, denial, or renewal of permits for field investigations. Includes copies of permits that are issued.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Destroy (Shred)
Reports <i>ID: 1422.1104.144</i>	Use for reports and related records submitted by permittees documenting their activities. Retain permanently according to Schedule No. 1386.1099 "Historic Sites Surveys and Inventories."	Permanent (Archival) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 10 Year(s) THEN: Archives

See attached APPENDIX for legal references.

LEGAL RESOURCES

APPENDIX TO THE RECORD SCHEDULE FOR: Historic Preservation, Div. for

1386.1069: Project Review Files

- | | |
|---|----------------------------------|
| > 22 V.S.A. § 723 (Duties and powers of division and state historic preservation officer) | <i>Review for Exemption:</i> No |
| > 22 V.S.A. § 761 (State archeologist; survey; protection of archeological sites) | <i>Review for Exemption:</i> Yes |
| > 36 CFR 800 (Protection of Historic and Cultural Properties) | <i>Review for Exemption:</i> No |

1386.1074: Division for Historic Preservation Publications

- | | |
|---|---------------------------------|
| > 17 U.S.C. § 302 (Duration of copyright: Works created on or after January 1, 1978) | <i>Review for Exemption:</i> No |
| > 22 V.S.A. § 723 (Duties and powers of division and state historic preservation officer) | <i>Review for Exemption:</i> No |

1386.1099: Historic Sites Surveys and Inventories

- | | |
|---|----------------------------------|
| > 16 U.S.C. § 470a (Historic preservation program) | <i>Review for Exemption:</i> No |
| > 22 V.S.A. § 723 (Duties and powers of division and state historic preservation officer) | <i>Review for Exemption:</i> No |
| > 22 V.S.A. § 761 (State archeologist; survey; protection of archeological sites) | <i>Review for Exemption:</i> Yes |

1386.1103: Historic Sites & VT Archeology Heritage Center Operations Records

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|---|----------------------------------|
| > 22 V.S.A. § 761 (State archeologist; survey; protection of archeological sites) | <i>Review for Exemption:</i> Yes |
| > 27 V.S.A. § 1155 (Provision of mission statement) | <i>Review for Exemption:</i> No |

1386.1109: State and National Registers of Historic Places

- | | |
|---|---------------------------------|
| > 16 U.S.C. § 470a (Historic preservation program) | <i>Review for Exemption:</i> No |
| > 22 V.S.A. § 723 (Duties and powers of division and state historic preservation officer) | <i>Review for Exemption:</i> No |
| > 22 V.S.A. § 742 (Duties and powers of the [Advisory Council on Historic Preservation]) | <i>Review for Exemption:</i> No |

- > 22 V.S.A. § 743 (Cooperation of agencies [with the Division for Historic Preservation]) *Review for Exemption:* No

1387.1093: Historic Preservation Education and Outreach Files

- > 11 050 CVR 001 (Vermont Historic Preservation Act Rules) *Review for Exemption:* No
- > 16 U.S.C. § 470a (Historic preservation program) *Review for Exemption:* No

1387.1102: Historic Preservation Administrative Policy Records

- > 1 V.S.A. § 310 (Definitions [relating to common law; general rights]) *Review for Exemption:* No
- > 1 V.S.A. § 311 (Declaration of public policy; short title) *Review for Exemption:* No
- > 1 V.S.A. § 312 (Right to attend meetings of public agencies) *Review for Exemption:* Yes
- > 1 V.S.A. § 313 (Executive sessions) *Review for Exemption:* Yes
- > 1 V.S.A. § 314 (Penalty and enforcement [for Vermont open meeting law]) *Review for Exemption:* No
- > 1 V.S.A. § 315 (Statement of policy [for free and open examination of records]) *Review for Exemption:* Yes
- > 1 V.S.A. § 316 (Access to public records and documents) *Review for Exemption:* No
- > 1 V.S.A. § 317 (Definitions; public agency; public records and documents) *Review for Exemption:* Yes
- > 1 V.S.A. § 318 (Procedure [for producing records for public inspection]) *Review for Exemption:* No
- > 1 V.S.A. § 319 (Enforcement [of Vermont public records law]) *Review for Exemption:* No
- > 1 V.S.A. § 320 (Penalties [for denying access to public records]) *Review for Exemption:* No
- > 16 U.S.C. § 470a (Historic preservation program) *Review for Exemption:* No
- > 18 V.S.A. § 5212b (Unmarked burial sites special fund) *Review for Exemption:* No
- > 22 V.S.A. § 723 (Duties and powers of division and state historic preservation officer) *Review for Exemption:* No
- > 3 V.S.A. § 835 (Compilation of [administrative] procedures) *Review for Exemption:* No

1387.1107: CLG Certification Files

- > 11 050 CVR 001 (Vermont Historic Preservation Act Rules) *Review for Exemption:* No
- > 16 U.S.C. § 470a (Historic preservation program) *Review for Exemption:* No

1387.1110: Historic Preservation Grant Files

- > 18 V.S.A. § 5212b (Unmarked burial sites special fund) *Review for Exemption:* No
- > 3 V.S.A. § 2253 (Permissive duties; approval of secretary [of administration]) *Review for Exemption:* No
- > 32 V.S.A. § 6 (Indirect costs [related to Federal funding]) *Review for Exemption:* No
- > 36 CFR 61.5 (Grants to State [historic preservation] programs.) *Review for Exemption:* No
- > 43 CFR 12.82 (Retention and access requirements for records [related to Department of Interior grants].) *Review for Exemption:* No
- > Bulletin 5.5, Agency of Administration (State Grant Monitoring Policy) *Review for Exemption:* No
- > OMB Circular A-102 (Grants and cooperative agreements with State and local governments [as amended]) *Review for Exemption:* No
- > OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations) *Review for Exemption:* No
- > OMB Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments) *Review for Exemption:* No

1394.1103: Collection Management Records

- > 27 V.S.A. § 1153 (Property held pursuant to a loan agreement) *Review for Exemption:* No
- > 27 V.S.A. § 1154 (Notice requirements by museums for loaned property) *Review for Exemption:* No
- > 27 V.S.A. § 1156 (Property vested in museums) *Review for Exemption:* No
- > 27 V.S.A. § 1158 (Record of acquisition) *Review for Exemption:* No

1422.1104: Archaeological Permits

- > 22 V.S.A. § 761 (State archeologist; survey; protection of archeological sites) *Review for Exemption:* Yes
- > 22 V.S.A. § 764 (Permits for exploration) *Review for Exemption:* No
- > 22 V.S.A. § 782 (Issuance of permits) *Review for Exemption:* No