

RECORD SCHEDULE FOR: Vermont Labor Relations Board

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 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.

Tim Noonan, Executive Director / Vermont Labor Relations Board *Date*

**SIGNATURES ON FILE.
APPROVED AND SIGNED BY
THE VERMONT STATE
ARCHIVIST ON: 4/8/2009**

Gregory Sanford, Vermont State Archivist *Date*

1002.1108: Interest Arbitration and Last Best Offer Cases

- Classification:** Collective bargaining agreements (Adjudicating)
- Scope:** Reserved for activities and transactions that relate to or affect, in a specific manner, the hearing and settling of disputes related to the negotiation of collective bargaining agreements
- Directive:** Retain docket sheet and board decision permanently. Weed exhibits, general correspondence, notices, and transcripts from case file three years after case closure, and destroy. Retain remaining case records for a total retention of fifteen years following closure, and 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:
Briefs (legal documents) <i>ID: 1002.1108.16</i>	Use for briefs and memoranda of law filed in cases involving collective bargaining agreements..	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Budgets <i>ID: 1002.1108.17</i>	Use for statements of costs associated with proposed collective bargaining agreements.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Certificates <i>ID: 1002.1108.21</i>	Use for fact finders' certifications of last best offers.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1002.1108.28</i>	Use for general correspondence related to hearings concerning collective bargaining agreements.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1002.1108.53</i>	Use for correspondence that has significant administrative value and/or supports board decisions concerning collective bargaining agreements.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1002.1108.133</i>	Use for all board decisions concerning cases involving collective bargaining agreements.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Dockets <i>ID: 1002.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives

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Exhibits <i>ID: 1002.1108.40</i>	Use for all exhibits filed in cases involving collective bargaining agreements..	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Notices, Legal <i>ID: 1002.1108.50</i>	Use for notices of hearing.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Proposals <i>ID: 1002.1108.154</i>	Use for last best offers and fact finders' recommendations.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Sound recordings <i>ID: 1002.1108.89</i>	Use for audio recordings of hearings.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Transcripts <i>ID: 1002.1108.99</i>	Use for written or printed transcripts of hearings.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

1294.1107: Unit Determination and Representation Case Files

Classification: Collective bargaining units (Certifying)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the certification of collective bargaining units and their representation. Includes unit determination, clarification, and representative elections.

Directive: Retain docket sheet, petition, answer, and decision for each case permanently. Retain Vermont Unions Database until superseded, and transfer to the State Archives. Weed certificates of service, general correspondence, ballots, signature cards, petitions supporting petitions for election, and supporting material from case file three years after case closure, and destroy. Retain remaining case records for a total retention of fifteen years after case closure, and 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:
Acknowledgments <i>ID: 1294.1107.109</i>	Use for certificates of service.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Agreements <i>ID: 1294.1107.5</i>	Use for consent election agreements.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Answers <i>ID: 1294.1107.7</i>	Use for employer responses to petitions and formal answers to objections filed in cases involving unit determination and representation.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Ballots <i>ID: 1294.1107.129</i>	Use for ballots, signature cards, and petitions used to signify personal choice in unit determination cases or in representation elections.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (Shred)
Complaints <i>ID: 1294.1107.24</i>	Use for written objections to the conduct of an election.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1294.1107.28</i>	Use for general correspondence related to the determination of collective bargaining units and their representation.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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Correspondence (Substantive) <i>ID: 1294.1107.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the determination of collective bargaining units and unit representation.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Databases <i>ID: 1294.1107.30</i>	Use for the Vermont Unions Database.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Confirm
Decisions <i>ID: 1294.1107.133</i>	Use for all board decisions concerning the determination of collective bargaining units and their representation. Includes orders of certification, non-certification, and de-certification issued by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Dockets <i>ID: 1294.1107.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Lists <i>ID: 1294.1107.55</i>	Use for lists of employees eligible to vote in representation elections.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Notices, Legal <i>ID: 1294.1107.50</i>	Use for legal notices, including Notices of Petition, Notices of Hearing, and Notices of Election.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Petitions <i>ID: 1294.1107.67</i>	Use for all petitions related to unit determination, unit clarification, or representation. Includes "Petition for Election of Collective Bargaining Representative" and "Decertification of Collective Bargaining Representative Petitions."	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Reports <i>ID: 1294.1107.144</i>	Use for election reports and similar documents used to record the conduct of a representation election.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Requests <i>ID: 1294.1107.139</i>	Use for requests made by the board following the receipt of petitions.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Supporting material <i>ID: 1294.1107.36</i>	Use for material gathered as part of an investigation into a representation election.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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1297.1108: Classification Appeals

Classification: Classification plan (Adjudicating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the hearing and settling of complaints related to the classification of employment positions.

Directive: Retain docket sheet, petition, initial answer and decision permanently. Retain other case records for fifteen years after case closure, and 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:
Answers <i>ID: 1297.1108.7</i>	Use for responses to the complaint.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Briefs (legal documents) <i>ID: 1297.1108.16</i>	Use for briefs and memoranda of law filed in cases involving classification plans.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Complaints <i>ID: 1297.1108.24</i>	Use for appeals to the board related to classification plans.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Correspondence (Routine) <i>ID: 1297.1108.28</i>	Use for general correspondence related to hearings concerning classification plans.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1297.1108.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to hearings concerning classification plans.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1297.1108.133</i>	Use for all board decisions concerning cases involving classification plans.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Dockets <i>ID: 1297.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Supporting material <i>ID: 1297.1108.36</i>	Use for supplemental records used by the board in hearings related to classification plans..	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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1298.1108: Unfair Labor Practice Cases

Classification: Unfair labor practices (Adjudicating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the investigation of and formal hearing of cases involving unfair labor practices.

Directive: Retain docket sheet, complaint, initial answer, decision, and any Supreme Court orders or NLRB opinions for each case permanently. Weed exhibits, general correspondence, certificates, transcripts, and notices from case record three years after closure, and destroy. Retain remaining case records for a total retention of fifteen years from the date of case closure. 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:
Acknowledgments ID: 1298.1108.109	Use for certificates of service.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Answers ID: 1298.1108.7	Use for the initial answer to a charge or complaint.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Applications ID: 1298.1108.8	Use for applications to intervene filed in cases involving unfair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Briefs (legal documents) ID: 1298.1108.16	Use for all briefs and memoranda of law filed in cases involving unfair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Certificates ID: 1298.1108.21	Use for certifications of the case record and docket entries for appeals to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Complaints ID: 1298.1108.24	Use for initial charges received by the board and for formal complaints issued by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Correspondence (Routine) ID: 1298.1108.28	Use for general correspondence related to investigations and hearings concerning unfair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

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Correspondence (Substantive) <i>ID: 1298.1108.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to investigations and hearings concerning unfair fair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1298.1108.133</i>	Use for all board decisions in cases involving unfair labor practices.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Dockets <i>ID: 1298.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Exhibits <i>ID: 1298.1108.40</i>	Use for all exhibits filed in cases involving unfair labor practices.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Notices, Legal <i>ID: 1298.1108.50</i>	Use for Notices of Appeal to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Opinions <i>ID: 1298.1108.62</i>	Use for jurisdictional opinions of the National Labor Relations Board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Orders <i>ID: 1298.1108.63</i>	Use for orders issued by the Supreme or Superior Courts.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Petitions <i>ID: 1298.1108.67</i>	Use for petitions and similar formal requests made to or by the board including, petitions for enforcement; requests for stays; and petitions to the National Labor Relations Board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Pleadings <i>ID: 1298.1108.126</i>	Use for all motions, objections, interrogatories, responses to interrogatories, and similar records.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Receipts <i>ID: 1298.1108.77</i>	Use for records of filing fees for appeals made to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Requests <i>ID: 1298.1108.139</i>	Use for requests for an answer to the initial charge of an unfair labor practice.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)

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Sound recordings <i>ID: 1298.1108.89</i>	Use for audio recordings of hearings concerning unfair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Stipulations <i>ID: 1298.1108.92</i>	Use for stipulations for settlement filed in cases concerning unfair labor practices.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Subpoenas <i>ID: 1298.1108.121</i>	Use for subpoenas issued in cases involving unfair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Transcripts <i>ID: 1298.1108.99</i>	Use for written or printed transcripts of hearings concerning unfair labor practices.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

1299.1088: Mediation/Fact Finding Appointments

Classification: Collective bargaining mediation (Supervising)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the supervision of collective bargaining mediation, including the appointment of mediators and fact finders.

Directive: Retain docket sheet, board orders authorizing and appointing mediators and fact-finders, and final reports of mediators permanently. Retain remaining case records for a total retention of fifteen years after case closure and 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:
Certificates <i>ID: 1299.1088.21</i>	Use for mediator and fact finder certifications of impasse.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1299.1088.28</i>	Use for general correspondence related to the general oversight of collective bargaining mediation.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1299.1088.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the general oversight of collective bargaining mediation.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Dockets <i>ID: 1299.1088.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Invoices <i>ID: 1299.1088.49</i>	Use for billing records related to fact finders.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Orders <i>ID: 1299.1088.63</i>	Use for orders of the board authorizing and appointing mediators and fact-finders.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Reports <i>ID: 1299.1088.144</i>	Use for the final reports of arbitrators and fact finders.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives

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Requests	Use for requests for mediation.	Permanent (Archival)	RETAIN UNTIL: Completed/Closed
<i>ID: 1299.1088.139</i>		Exempt? No	PLUS: 15 Year(s)
			THEN: Archives

Subpoenas	Use for subpoenas issued by the board to facilitate collective bargaining mediation.	Temporary (Administrative)	RETAIN UNTIL: Completed/Closed
<i>ID: 1299.1088.121</i>		Exempt? No	PLUS: 15 Year(s)
			THEN: Destroy (General)

1300.1109: Mediation Panel Files

Classification: Collective bargaining mediators (Registering)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the creation of official lists of collective bargaining mediators

Directive: Maintain roster of mediators until superseded. Retain application, decision, and related records for fifteen years after the application decision has been made, and 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: 1300.1109.8</i>	Use for applications and nominations of mediators.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1300.1109.28</i>	Use for general correspondence related to the registering of collective bargaining mediators.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1300.1109.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the registering of collective bargaining mediators.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1300.1109.133</i>	Use for application or nominating decisions of the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Rosters <i>ID: 1300.1109.86</i>	Use for lists of mediators.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Superseded PLUS: 0 Year(s) THEN: Destroy (General)

1301.1108: Grievance Cases

Classification: Employee grievances (Adjudicating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the hearing and settling of claims related to employee grievances.

Directive: Retain docket sheet, grievance, initial answer, decision, and any Supreme Court orders for each case permanently. Weed exhibits, general correspondence, certificates, transcripts, and notices from case record three years after closure, and destroy. Retain remaining case records for a total retention of fifteen years from the date of case closure. 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:
Answers <i>ID: 1301.1108.7</i>	Use for the initial answer filed with the board in response to a grievance.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Applications <i>ID: 1301.1108.8</i>	Use for applications for intervention in cases concerning employee grievances.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Briefs (legal documents) <i>ID: 1301.1108.16</i>	Use for all briefs and memoranda of law filed in cases concerning employee grievances.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Certificates <i>ID: 1301.1108.21</i>	Use for certifications of the case record and docket entries for appeals to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Complaints <i>ID: 1301.1108.24</i>	Use for notices of grievance and notices of appeal.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Correspondence (Routine) <i>ID: 1301.1108.28</i>	Use for general correspondence related to hearing concerning employee grievances.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1301.1108.53</i>	Use for correspondence that has significant administrative value and/or support decisions related to hearings concerning employee grievances.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)

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Decisions <i>ID: 1301.1108.133</i>	Use for all board decisions in cases involving employee grievances.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Dockets <i>ID: 1301.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Exhibits <i>ID: 1301.1108.40</i>	Use for all exhibits filed in cases involving employee grievances.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Notices, Legal <i>ID: 1301.1108.50</i>	Use for Notices of Appeal to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Orders <i>ID: 1301.1108.63</i>	Use for orders of the Supreme or Superior Courts.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Petitions <i>ID: 1301.1108.67</i>	Use for all petitions and requests made to or by the board, including petitions for enforcement and requests for stays.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Pleadings <i>ID: 1301.1108.126</i>	Use for all motions, objections, interrogatories, responses to interrogatories and similar records.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Receipts <i>ID: 1301.1108.77</i>	Use for records of filing fees for appeals made to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Sound recordings <i>ID: 1301.1108.89</i>	Use for audio recordings of hearings concerning employee grievances.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Stipulations <i>ID: 1301.1108.92</i>	Use for stipulations for settlement filed in cases concerning employee grievances.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Subpoenas <i>ID: 1301.1108.121</i>	Use for subpoenas issued in cases involving employee grievances.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)

This record schedule was approved on 4/8/2009 and is applicable to records created and received by the Vermont Labor Relations Board.

Transcripts

Use for written or printed transcripts of hearings involving employee grievances.

Temporary (Administrative)

RETAIN UNTIL: Completed/Closed

ID: 1301.1108.99

Exempt? No

PLUS: 3 Year(s)

THEN: Destroy (General)

1302.1108: Legislative Leave Cases

Classification: Legislative leave (Adjudicating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the hearing and settling of disputes related to legislative leave.

Directive: Retain docket sheet, appeal, initial answer, and decision for each case permanently. Weed exhibits and general correspondence from case record three years after closure, and destroy. Retain remaining case records for a total retention of fifteen years from the date of case closure. 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:
Answers <i>ID: 1302.1108.7</i>	Use for the initial answer filed with the board in response to an appeal.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Applications <i>ID: 1302.1108.8</i>	Use for applications to intervene filed with the board in cases related to legislative leave.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Briefs (legal documents) <i>ID: 1302.1108.16</i>	Use for briefs and memoranda of law filed with the board in cases concerning legislative leave.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Complaints <i>ID: 1302.1108.24</i>	Use for appeals made to the board by employers alleging that the granting of legislative leave would cause unreasonable hardship.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Correspondence (Routine) <i>ID: 1302.1108.28</i>	Use for general correspondence related to cases concerning legislative leave.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1302.1108.53</i>	Use for correspondence that has significant administrative value and/or supports board decisions in cases involving legislative leave.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1302.1108.133</i>	Use for decisions issued by the board in cases involving legislative leave.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives

This record schedule was approved on 4/8/2009 and is applicable to records created and received by the Vermont Labor Relations Board.

Dockets <i>ID: 1302.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Exhibits <i>ID: 1302.1108.40</i>	Use for all exhibits filed with the board.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Pleadings <i>ID: 1302.1108.126</i>	Use for all motions, objections, and similar records.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Sound recordings <i>ID: 1302.1108.89</i>	Use for audio recordings of hearings concerning legislative leave.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Stipulations <i>ID: 1302.1108.92</i>	Use for stipulations for settlement.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Subpoenas <i>ID: 1302.1108.121</i>	Use for subpoenas issued by the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)

1307.1108: Scope of Employment and State Employee Indemnification Cases

Classification: State employee indemnification (Adjudicating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the hearing and settling of disputes related to the indemnification of state employees.

Directive: Retain docket sheet, appeal, initial answer, and decision for each case permanently. Weed exhibits, general correspondence, and transcripts from case record three years after closure, and destroy. Retain remaining case records for a total retention of fifteen years from the date of case closure. 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:
Answers <i>ID: 1307.1108.7</i>	Use for initial answers filed by the Attorney General.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Applications <i>ID: 1307.1108.8</i>	Use for applications to intervene in cases involving claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Briefs (legal documents) <i>ID: 1307.1108.16</i>	Use for all briefs and memoranda of law filed in cases concerning claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Complaints <i>ID: 1307.1108.24</i>	Use for notices of appeal filed with the board in cases concerning claims against state employees.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Correspondence (Routine) <i>ID: 1307.1108.28</i>	Use for general correspondence related to cases involving claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1307.1108.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to cases involving claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Decisions <i>ID: 1307.1108.133</i>	Use for all board decisions in cases concerning claims against state employees.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives

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Dockets <i>ID: 1307.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Exhibits <i>ID: 1307.1108.40</i>	Use for all exhibits filed with the board in cases related to claims against state employees.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Pleadings <i>ID: 1307.1108.126</i>	Use for all motions, objections, interrogatories, responses to interrogatories and similar records.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Sound recordings <i>ID: 1307.1108.89</i>	Use for audio recordings of hearings concerning claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Subpoenas <i>ID: 1307.1108.121</i>	Use for subpoenas issued in cases concerning claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Transcripts <i>ID: 1307.1108.99</i>	Use for written or printed transcripts of hearings involving claims against state employees.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)

1308.1108: Cases of Miscellaneous Jurisdiction

Classification: Applicants and excluded personnel grievances (Adjudicating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the hearing and settling of disputes related to appeals filed by applicants, temporary employees, and/or probationary employees; or appeals related to collective bargaining service fees.

Directive: Retain docket sheet, initial complaint, initial answer, decision, and any Supreme Court orders for each case permanently. Weed exhibits, general correspondence, certificates, transcripts, and notices from case record three years after closure, and destroy. Retain remaining case records for a total retention of fifteen years from the date of case closure and 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:
Answers <i>ID: 1308.1108.7</i>	Use for the initial answer filed in response to an appeal.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Applications <i>ID: 1308.1108.8</i>	Use for applications to intervene filed in cases before the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Briefs (legal documents) <i>ID: 1308.1108.16</i>	Use for all briefs and memoranda of law filed with the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Certificates <i>ID: 1308.1108.21</i>	Use for certifications of the case record and docket entries for appeals to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Complaints <i>ID: 1308.1108.24</i>	Use for notices of grievance, notices of appeal, and notices of dispute.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Correspondence (Routine) <i>ID: 1308.1108.28</i>	Use for general correspondence related to cases before the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1308.1108.53</i>	Use for correspondence that has significant administrative value and/or support decisions related to cases before the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)

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Decisions <i>ID: 1308.1108.133</i>	Use for all board decisions in cases of miscellaneous jurisdiction.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Dockets <i>ID: 1308.1108.117</i>	Use for docket sheets, or similar lists of all papers filed and actions taken by the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Exhibits <i>ID: 1308.1108.40</i>	Use for all exhibits filed with the board.	Temporary (Administrative) Exempt? Yes	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Notices, Legal <i>ID: 1308.1108.50</i>	Use for Notices of Appeal to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Orders <i>ID: 1308.1108.63</i>	Use for orders of the Supreme or Superior Courts.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Petitions <i>ID: 1308.1108.67</i>	Use for all petitions and requests made to or by the board, including petitions for enforcement and requests for stays.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Pleadings <i>ID: 1308.1108.126</i>	Use for all motions, objections, interrogatories, responses to interrogatories and similar records.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Receipts <i>ID: 1308.1108.77</i>	Use for filing fees for appeals made to the Supreme Court.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Sound recordings <i>ID: 1308.1108.89</i>	Use for audio recordings of hearings before the board.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)
Stipulations <i>ID: 1308.1108.92</i>	Use for stipulations for settlement filed with the board.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Archives
Subpoenas <i>ID: 1308.1108.121</i>	Use for subpoenas.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 15 Year(s) THEN: Destroy (General)

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Transcripts

Use for written or printed transcripts of hearings before the board.

Temporary (Administrative)

Exempt? No

RETAIN UNTIL: Completed/Closed

PLUS: 3 Year(s)

THEN: Destroy (General)

ID: 1308.1108.99

See attached APPENDIX for legal references.

LEGAL RESOURCES

APPENDIX TO THE RECORD SCHEDULE FOR: Vermont Labor Relations Board

1002.1108: Interest Arbitration and Last Best Offer Cases

- > 3 V.S.A. § 1018 (Mediation; fact-finding; last best offer [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 925 (Mediation; fact finding [under the State Employees Labor Relations Act]) *Review for Exemption:* No

1294.1107: Unit Determination and Representation Case Files

- > 1 V.S.A. § 317(c)(1) ([Public record exemption: confidential by law]) *Review for Exemption:* Yes
- > 21 V.S.A. § 1543 (Appropriate unit; basis for determination [under the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1581 (Petitions for election; filing, investigations, hearings, determinations [under the State Labor Relations Act]) *Review for Exemption:* Yes
- > 21 V.S.A. § 1584 (Petitions and election to rescind representative's authority [under the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1585 (Election conduct [under the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1724 (Certification procedure [under the Municipal Labor Relations Act]) *Review for Exemption:* Yes
- > 3 V.S.A. § 1021 (Unit determination; certification [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 941 (Unit determination, certification, and representation [under the State Employees Labor Relations Act]) *Review for Exemption:* Yes
- > 3 V.S.A. § 942 (Election conduct [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 13 (Representation Proceedings) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 14 (Unit Clarification Petition) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 23 (Representation Proceedings) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 24 (Unit Clarification Petition) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 25 (Petition and Election to Rescind Representative's Authority) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 33 (Representation Proceedings) *Review for Exemption:* No

- > VLRB Rules of Practice, Article 34 (Unit Clarification Petition) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 53 (Representation Proceedings) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 54 (Unit Clarification Petition) *Review for Exemption:* No

1297.1108: Classification Appeals

- > 3 V.S.A. § 1015 (Designation of managerial, supervisory and confidential employees) *Review for Exemption:* No
- > 3 V.S.A. § 906 (Designation of managerial, supervisory and confidential employees) *Review for Exemption:* No
- > 3 V.S.A. § 929 (Records [of the Vermont Labor Relations Board] to be public) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 15 (Disputes Over Designation of Managerial, Supervisory, Confidential and Non-Management Positions) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 55 (Disputes Over Designation of Managerial, Supervisory, Confidential and Non-Management Employees) *Review for Exemption:* No

1298.1108: Unfair Labor Practice Cases

- > 1 V.S.A. § 317(c)(7) ([Public record exemption: personal documents]) *Review for Exemption:* Yes
- > 21 V.S.A. § 1505 (Application [of the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1544 (Rules and regulations [under the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1622 (Prevention of unfair labor practices [under the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1623 (Judicial review [under the State Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1727 (Prevention of unfair labor practices [under the Municipal Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1729 (Enforcement and review [under the Municipal Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1002 (Enforcement [of the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1003 (Judicial review; stay pending appeal [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1030 (Prevention of unfair practices [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1042 (Enforcement [of the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No

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- > 3 V.S.A. § 1043 (Judicial review; stay pending appeal [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 965 (Prevention of unfair practices [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > V.R.A.P. 12 (Docketing the Appeal; Filing of the Record) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 12 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 16 (Unfair Labor Practices) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 22 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 26 (Unfair Labor Practices) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 32 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 35 (Unfair Labor Practices) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 52 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 56 (Unfair Labor Practices) *Review for Exemption:* No

1299.1088: Mediation/Fact Finding Appointments

- > 21 V.S.A. § 1731 (Mediation [under the Municipal Employees Labor Relations Act]) *Review for Exemption:* No
- > 21 V.S.A. § 1732 (Fact-finding [related to the Municipal Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1018 (Mediation; fact-finding; last best offer [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1019 (Mediation-arbitration [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1020 (Reports arbitration; costs [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 925 (Mediation; fact finding [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 929 (Records [of the Vermont Labor Relations Board] to be public) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 17 (Mediation and Fact-Finding) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 27 (Mediation) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 36 (Mediation) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 57 (Mediation and Fact-Finding) *Review for Exemption:* No

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1300.1109: Mediation Panel Files

- > 21 V.S.A. § 1732 (Fact-finding [related to the Municipal Employees Labor Relations Act]) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 17 (Mediation and Fact-Finding) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 28 (List of Mediators and Fact-Finders) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 37 (List of Mediators and Fact-Finders) *Review for Exemption:* No

1301.1108: Grievance Cases

- > 1 V.S.A. § 317(c)(7) ([Public record exemption: personal documents]) *Review for Exemption:* Yes
- > 20 V.S.A. § 1880 ([Department of Public Safety] Disciplinary procedures) *Review for Exemption:* No
- > 20 V.S.A. § 1921 ([Department of Public Safety] Personnel administration rules) *Review for Exemption:* No
- > 3 V.S.A. § 1002 (Enforcement [of the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1003 (Judicial review; stay pending appeal [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1017 (Grievance procedures; binding arbitration [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1042 (Enforcement [of the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1043 (Judicial review; stay pending appeal [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 926 (Grievances [before the Vermont Labor Relations Board]) *Review for Exemption:* No
- > V.R.A.P. 10 (The Record on Appeal) *Review for Exemption:* No
- > V.R.A.P. 12 (Docketing the Appeal; Filing of the Record) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 12 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 18 (Grievances) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 44 (Disciplinary Action Against State Police Members) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 52 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 58 (Grievances) *Review for Exemption:* No

1302.1108: Legislative Leave Cases

- > 1 V.S.A. § 317(c)(7) ([Public record exemption: personal documents]) *Review for Exemption:* Yes
- > 21 V.S.A. § 496 (Legislative leave) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 12 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 45 (Legislative Leave) *Review for Exemption:* No

1307.1108: Scope of Employment and State Employee Indemnification Cases

- > 1 V.S.A. § 317(c)(7) ([Public record exemption: personal documents]) *Review for Exemption:* Yes
- > 12 V.S.A. § 5606 (Indemnification of employees [related to tort claims against the State]) *Review for Exemption:* No
- > 3 V.S.A. § 1102 (Representation of employee: determination by attorney general [related to claims against state employees]) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 12 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 42 (Claims Against State Employees) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 43 (Indemnification of State Employees) *Review for Exemption:* No

1308.1108: Cases of Miscellaneous Jurisdiction

- > 1 V.S.A. § 317(c)(7) ([Public record exemption: personal documents]) *Review for Exemption:* Yes
- > 3 V.S.A. § 1001 (Grievances; applicants and excluded personnel [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1002 (Enforcement [of the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1003 (Judicial review; stay pending appeal [under the State Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1041 (Grievances; applicants and excluded personnel [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1042 (Enforcement [of the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 1043 (Judicial review; stay pending appeal [under the Judiciary Employees Labor Relations Act]) *Review for Exemption:* No
- > 3 V.S.A. § 331 (Temporary employees) *Review for Exemption:* No
- > V.R.A.P. 10 (The Record on Appeal) *Review for Exemption:* No
- > V.R.A.P. 12 (Docketing the Appeal; Filing of the Record) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 12 (General Rules) *Review for Exemption:* No

- > VLRB Rules of Practice, Article 18 (Grievances) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 19 (Miscellaneous Appeals Pursuant to Act) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 46 (Temporary State Employees) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 52 (General Rules) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 58 (Grievances) *Review for Exemption:* No
- > VLRB Rules of Practice, Article 59 (Miscellaneous Appeals Pursuant to Judiciary Employees Labor Relations Act) *Review for Exemption:* No