

RECORD SCHEDULE FOR: Vermont Life Magazine

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*

1392.1062: Vermont Life Marketing Records

Classification: Vermont life magazine (Marketing)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, marketing and advertising related to Vermont Life Magazine.

Directive: Retain copies of advertisements and substantive correspondence for 3 years from the end of the year in which they were created and then destroy.

Retain all agreements for 3 years after the date of expiration and then destroy.

Retain subscription lists for 3 years after the date that they are superseded and then destroy.

Retain routine correspondence until it no longer has 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:
Advertisements <i>ID: 1392.1062.112</i>	Use for copies of advertisements for inclusion in Vermont Life magazine.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Agreements <i>ID: 1392.1062.5</i>	Use for formal agreements made with vendors and advertisers.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Destroy (General)
Correspondence (Routine) <i>ID: 1392.1062.28</i>	Use for general correspondence related to advertising, subscriptions, and marketing in Vermont Life magazine.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1392.1062.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to advertising and marketing in Vermont Life magazine.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Destroy (General)
Lists <i>ID: 1392.1062.55</i>	Use for subscriber lists.	Temporary (Legal) Exempt? Yes	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Destroy (Shred)

This record schedule was approved on 4/5/2010 and is applicable to records created and received by the Vermont Life Magazine.

1392.1074: Vermont Life Editorial Records

Classification: Vermont life magazine (Publishing)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the collection, preparation, and arrangement of materials for publication in Vermont Life Magazine and other publications.

Directive: Retain 3 copies of finished publications permanently.

Retain substantive correspondence for 3 years from the end of the calendar year in which they were created. Contact the archives prior to disposition.

Retain agreements and certificates related to copyrights and trademarks for 95 years from the date of creation. For agreements and certificates related to materials transferred to the archives, contact the archives prior to disposition.

Retain copies of applications for copyright and trademark registration and related records until certificates are issued and then destroy.

Retain Statements of Ownership, Management and Circulation for 3 years from the end of the calendar year and then destroy.

Retain images until they no longer have administrative value. Contact the archives prior to disposition.

Retain copies of articles, logs, routine correspondence, and drafts 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: 1392.1074.5</i>	Use for formal agreements made with authors, photographers, and artists related to works published in Vermont Life magazine or other publications. For agreements related to materials transferred to the archives, contact the archives prior to disposition.	Conditional Archival Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 95 Year(s) THEN: Confirm
Applications <i>ID: 1392.1074.8</i>	Use for copies of initial applications, renewal applications, and affidavits of use required for trademark or copyright registration.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)
Articles <i>ID: 1392.1074.169</i>	Use for copies of articles produced by or submitted to Vermont Life magazine for publication.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)

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Certificates <i>ID: 1392.1074.21</i>	Use for certificates which document copyright and trademark registrations. For certificates related to records transferred to the archives, contact the archives prior to disposition.	Conditional Archival Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 95 Year(s) THEN: Confirm
Correspondence (Routine) <i>ID: 1392.1074.28</i>	Use for routine correspondence related to the editing and publishing of Vermont Life magazine and other publications.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Correspondence (Substantive) <i>ID: 1392.1074.53</i>	Use for correspondence that has significant administrative value and/or supports decisions related to the editing and publishing of Vermont Life magazine and other publications.	Conditional Archival Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Confirm
Declarations <i>ID: 1392.1074.32</i>	Use for annual Statements of Ownership, Management, and Circulation.	Temporary (Legal) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Destroy (General)
Drafts <i>ID: 1392.1074.37</i>	Use for drafts, proofs, and similar records created in the process of developing and publishing issues of Vermont Life Magazine.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Destroy (General)
Images <i>ID: 1392.1074.46</i>	Use for photographs, negatives, and other images.	Conditional Archival Exempt? No	RETAIN UNTIL: Obsolete PLUS: 0 Year(s) THEN: Confirm
Logs <i>ID: 1392.1074.145</i>	Use for logs used to track photographs and other submissions.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 0 Year(s) THEN: Destroy (General)
Publications <i>ID: 1392.1074.74</i>	Use for published issues of Vermont Life magazine and other publications.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives

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1392.1102: Vermont Life Administrative Records

Classification: Vermont life magazine (Administrating)

Scope: Reserved for activities and transactions that relate to or affect, in a specific manner, the administration of Vermont Life Magazine, including the direction of its overall operation and mission.

Directive: Retain for 3 years from their creation all reports, meeting notes, substantive correspondence, studies, and similar records that document the administration of Vermont Life Magazine. Transfer to archives.

Retain all plans, agreements, and policies for 3 years after the date that they expire or are otherwise 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: **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: 1392.1102.4</i>	Use for written lists or programs of things to be done or considered. Meeting notes must accurately reflect the agenda otherwise agendas should follow the retention for meeting notes. Includes significant supporting materials.	Temporary (Administrative) Exempt? No	RETAIN UNTIL: Calendar Year Ends PLUS: 1 Year(s) THEN: Destroy (General)
Agreements <i>ID: 1392.1102.5</i>	Use for formal agreements, such as interagency agreements and memorandums of understanding, concerning the administration of Vermont Life. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Expired PLUS: 3 Year(s) THEN: Archives
Calendars <i>ID: 1392.1102.19</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: 1392.1102.28</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: 1392.1102.53</i>	Use for any correspondence transmitted or received that has significant administrative value and/or documents high-level decision-making related to the operation and mission of Vermont Life Magazine. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Completed/Closed PLUS: 3 Year(s) THEN: Archives
Drafts <i>ID: 1392.1102.37</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: 1392.1102.59</i>	Use for records of what was said and done at meetings and/or for meeting notes documenting high-level decision-making. Includes significant supporting materials.	Permanent (Archival) Exempt? Yes	RETAIN UNTIL: Calendar Year Ends PLUS: 3 Year(s) THEN: Archives
Notices, Legal <i>ID: 1392.1102.50</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: 1392.1102.69</i>	Use for strategic plans and similar planning documents documenting program goals, objectives and plans for the future. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
Policies <i>ID: 1392.1102.70</i>	Use for written statements that outline Vermont Life's mission, guiding principles and/or general courses of action. Includes significant supporting materials.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
Press releases <i>ID: 1392.1102.72</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: 1392.1102.73</i>	Use for sets of substantive instructions or procedures that govern the administration of Vermont Life.	Permanent (Archival) Exempt? No	RETAIN UNTIL: Superseded PLUS: 3 Year(s) THEN: Archives
Reference sources <i>ID: 1392.1102.80</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)

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<p>Reports</p> <p>ID: 1392.1102.144</p>	<p>Use for annual reports and similar periodic reports, usually required by State or Federal law, documenting activities and accomplishments. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p> <p>Exempt? No</p>	<p>RETAIN UNTIL: Calendar Year Ends</p> <p>PLUS: 3 Year(s)</p> <p>THEN: Archives</p>
<p>Studies</p> <p>ID: 1392.1102.116</p>	<p>Use for studies conducted by or for Vermont Life that relate to the agency's overall administration. Includes significant supporting materials.</p>	<p>Permanent (Archival)</p> <p>Exempt? No</p>	<p>RETAIN UNTIL: Completed/Closed</p> <p>PLUS: 3 Year(s)</p> <p>THEN: Archives</p>

See attached APPENDIX for legal references.

LEGAL RESOURCES

APPENDIX TO THE RECORD SCHEDULE FOR: Vermont Life Magazine

1392.1062: Vermont Life Marketing Records

- > 1 V.S.A. § 317 (Definitions; public agency; public records and documents) *Review for Exemption:* Yes
- > DMM 707 (Mailing Standards of the United States Postal Service: Periodicals) *Review for Exemption:* No

1392.1074: Vermont Life Editorial Records

- > 17 U.S.C. § 302 (Duration of copyright: Works created on or after January 1, 1978) *Review for Exemption:* No
- > 3 V.S.A. § 2473a (Vermont life magazine) *Review for Exemption:* No
- > 37 CFR 2.151 (Certificate [of trademark registration]) *Review for Exemption:* No
- > 37 CFR 2.160 (Affidavit or declaration of continued use or excusable nonuse required to avoid cancellation of registration [of trademark]) *Review for Exemption:* No
- > 37 CFR 2.21 (Requirements for receiving a filing date [for trademarks]) *Review for Exemption:* No
- > 37 CFR 2.88 (Filing statement of use after notice of allowance [for trademark]) *Review for Exemption:* No
- > 37 CFR 202.3 (Registration of copyright) *Review for Exemption:* No
- > DMM 707 (Mailing Standards of the United States Postal Service: Periodicals) *Review for Exemption:* No

1392.1102: Vermont Life Administrative 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
- > 3 V.S.A. § 2473a (Vermont life magazine) *Review for Exemption:* No
- > 3 V.S.A. § 835 (Compilation of [administrative] procedures) *Review for Exemption:* No