

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
 PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **10064**

To: Custodian of Public Records

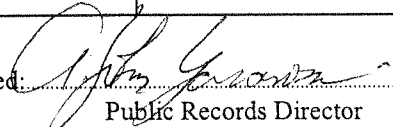
Date: **May 27, 2002**

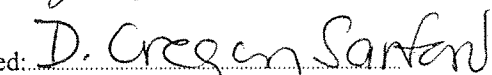
Enhanced-911 Board

Your request dated **April 30, 2002** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>Town Maps</p> <p>A map of each town in Vermont showing site type, 911 locatable address and the corresponding emergency provider that services each address.</p>	<p>CR+7</p> <p>Hold in office area for 2 years, transfer to State Records Center. Hold until 7 years old and no legal action is pending. State Archives to appraise for archival value before destruction by shredding.</p>

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **010039**

To: Custodian of Public Records

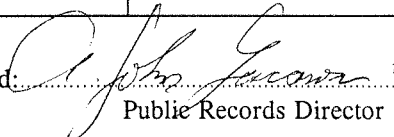
Date: **January 11, 2001**

Enhanced 911 Board

Your request dated **May 15, 2000** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>Terminated Calltaker Files</p> <p>FILES ARE MAINTAINED ON ALL 911 CALLTAKERS, TO INCLUDE EXAM SHEETS AND GRADES RECIEVED IN THE TESTING TO BECOME A CALLTAKER, CERTIFICATIONS FOR RED CROSS AND CONTINUING EDUCATION AND CORRESPONDING GRADE</p>	<p>CR+4</p> <p>Hold in office area for 1 year, transfer to State Records Center, hold until 4 years old and no legal action is pending. Destroy by SHREDDING.</p> <p>Restricted per VSA Title 1 § 317</p>

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

1. Minute Book
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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **010038**

To: Custodian of Public Records

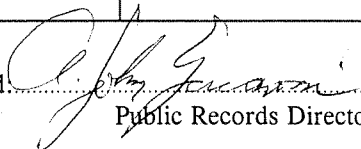
Date: **January 11, 2001**

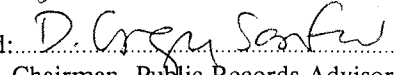
Enhanced 911 Board

Your request dated **May 15, 2000** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>ALI (Database Acronym) Discrepancies</p> <p>FORMS COMPLETED BY CALLTAKER WHEN INFORMATION IN DATABASE IS INCORRECT. COPIES ARE SENT TO THE TELEPHONE COMPANY TO CONFIRM DATA CHANGE.</p>	<p>CR+7</p> <p>Hold in office area for 1 year, transfer to State Records Center, hold until 7 years old and no legal action is pending. Destroy by SHREDDING.</p> <p>Restricted per VSA Title 30 § 7059</p>

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **010037**

To: Custodian of Public Records

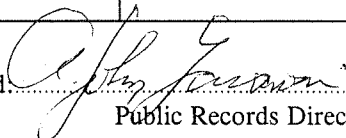
Date: **January 11, 2001**

Enhanced 911 Board

Your request dated **May 15, 2000** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>Town Files</p> <p>MUNICIPAL STREET NUMBERING PLANS, STREET AND ROAD NAMES, CORRESPONDENCE AND DATABASE UPDATES.</p>	<p>CR+2</p> <p>Hold in office area for 2 years, transfer to State Records Center, REFORMAT (CD and Microfilm) immediately and RECYCLE</p>

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **010036**

To: Custodian of Public Records

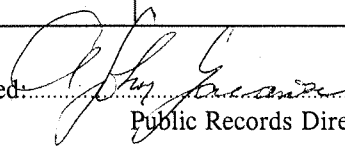
Date: **January 11, 2001**

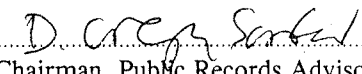
Enhanced 911 Board

Your request dated **May 10, 2000** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>Call Detail Record</p> <p>PRINTOUT OF EVERY CALL RECIEVED AT A 911 CALL CENTER. INCLUDES CALLING PARTY TELEPHONE NUMBER, RING TIME, ON HOLD TIME, TRANSFERREDTIME, TRANSFERRED TO, DROP PARTY TIME, OFF HOLD TIME, CAUSE CODE, CALL TYPE, POSITION, CALL NUMBER AND OPERATION PLUS THE ADDRESSDATA AND EMERGENCY SERVICE ZONE DATA. ALSO INCLUDED IN THIS ARE THE NOTES FROM CALL TAKER ON EACH CALL THEY HAVE TAKEN, TO INCLUDE POSITION #, PHONE #, TIME OF CALL AND WHO WAS DISPATCHED.</p>	<p>CR+7</p> <p>Hold in office area for 6 months, transfer to State Records Center. Hold until 7 years old and no legal action is pending. Destroy by RECYCLING.</p> <p>Restricted per VSA Title 30 § 7059</p>

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

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DISPOSITION ORDER
 State of Vermont
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PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **010015**

To: Custodian of Public Records

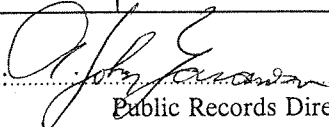
Date: **May 16, 2000**


E - 911 Board

Your request dated **August 24, 1999** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	Voice Tapes Voice recordings of all 911 calls received, to include emergencies, hang - ups and call backs. .	CR + 7 Hold in office area for 1 year, transfer to State Records Center, hold until 7 years old, if no legal action is pending . Destroy by SHREDDING Restricted per VSA Title 30 Ch. 87 § 7059

Approved: 
 Public Records Director

Approved: 
 Chairman, Public Records Advisory Board

1. Minute Book
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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORDS DIVISION
 Middlesex, Vermont

No. **010014**

To: Custodian of Public Records

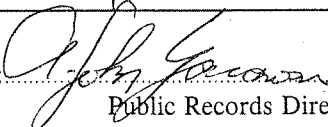
Date: **May 16, 2000**

E-911 Board

Your request dated **August 24, 1999** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p>Subpoenas</p> <p>Requests by County State Attorneys to release tape copy of 911 call for legal proceedings. Could include other subpoenas.</p>	<p>CR + 6</p> <p>Hold in office area for 1 year, transfer to State Records Center, hold until 6 years old, if no legal action is pending. Destroy by RECYCLING</p> <p>Restricted per VSA Title 30 CH. 87 § 7059</p>

Approved: .....
 Public Records Director

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