

- 1. Record Custodian
- 2. PRD-Numerical
- 3. PRD-Custodian

DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **09742**

Date February 13, 1996

To Custodian of Public Records

Susan Sussman, Executive Director

Office Human Rights Commission

Address

Your request dated January 5, 1996 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.	<u>Fiscal Records</u> Invoices, payroll records, appropriation expenditures, etc. R.S. #1	AUD+4 Hold in office 2 years, then transfer to state records center if audit has been completed. Hold 2 years then destroy.

Approved: D. Gregory Sargent
 Chairman, Public Records Advisory Board

[Signature]
 Public Records Director

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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **09402**

Date May 16, 1994

To Custodian of Public Records

Your request dated . . . April 1, 1994
 asking permission for continuing authority for disposition of certain
 public records has been considered and these records carefully analyzed.

..... Susan M. Sussman, Executive Dir.

Office . . . Human Rights Commission

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.

Address

Item	Description	Retention and Disposition
001	<u>General Correspondence</u> General correspondence, non-charge intakes (information taken over the telephone). R.S. #2 CONFIDENTIAL ^{7/88}	CR+6 Hold in current file area two years, then transfer to State Records Center. Hold four years then destroy by shredding.
002	<u>Closed Charges</u> Case files of investigations and litigation conducted by the Human Rights Commission. As case records they have important precedential and historical signifi- cance regarding enforcement of Vermont's anti-discrim- ination laws. Case files need to be retrieved period- ically. R.S. #3 ^{7/86} CONFIDENTIAL	CR+10 Hold in current file area three years then transfer to Public Records for microfilming one securit and one reference copy. Destroy by shredding.

A. John Jovanoni
 Public Records Director

Approved: *D. Gregory Sargent*
 Chairman, Public Records Advisory Board