

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

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

No. 09733

Date ...February 13, 1996.....

To Custodian of Public Records

.....Thomas J. Lehner, Court Administrator



Office ... All Probate Courts

Address

Your request dated ...July 24, 1995..... 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
	<u>In Retention and Disposition Column:</u>	
	A. - Explains the action required of the Court. B, C, D - Explains the action required of Public Records Division	
.001 01/791	<u>Decedent Wills Filed, No Probate Action</u> No assets to probate. Does not include wills filed for safekeeping. R.S. #026 Supersedes D.O. #009642.001	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to historical societies, State Archives and Probate Court after microfilming. D. Recycle original 6 months after filming and receiving written authorization from Court Administrator and Probate Court.
.002 11/791	<u>Guardianships; Voluntary; Involuntary*; Minor</u> *Mental Health Evaluations are CONFIDENTIAL: To be pulled from file before sending to Public Records and retained at the Court. Access only through the Probate Court. NOTE: Those dismissed because of no finding of incompetence (14 VSA §3068(e)) - to be pulled from file before sending to Public Records and destroyed after audit. R.S. #024 Supersedes D.O. #009644.006	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to Probate Courts after microfilming. D. Recycle originals 6 months after filming and receiving written authorization from Court Administrator and Probate Court.
.003 01/791	<u>Pre-Marriage Matters</u> Special Authorization non-resident clergy (18 VSA §5144), Waiver of 3 day waiting period (prior law), Waiver of Medical Certificate (prior law), Public Good Certificates (18 VSA §5142). R.S. #32 Supersedes D.O. #009645.011	CR+1 Hold 1 year, then destroy.


 Public Records Director
 Approved: 
 Chairman, Public Records Advisory Board

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

No. **09642**

Date August 8, 1995

To Custodian of Public Records

Your request dated July 24, 1995 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

Thomas J. Lehner, Court Administrator
 Office All Probate Courts
 Address

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
	<p><u>In retention and disposition column:</u> A - Explains the action required of the Court. B, C, D - Explains the action required of Public Records Division.</p>	
001.	<p><u>Decedent Wills Filed, No Probate Action</u> No assets to probate. R.S. #26 1791 <i>Superseded by D.O. #79033.001</i></p>	<p>CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to historical societies, State Archives and Probate Court after microfilming. D. Recycle original 6 months after filming and receiving written authorization from Court Administrator and Probate Court.</p>
002.	<p><u>Adoptions and Relinquishments</u> Case files of minors and adults for adoption. R.S. #25 1791 <u>CONFIDENTIAL</u></p>	<p>CR+10 A. Send to Public Records after 5 years marked "<u>CONFIDENTIAL</u>". B. Microfilm 10 years after closing (reference and security copies). C. Offer to Probate Court after microfilming. D. Recycle original 6 months after filming and receiving written authorization from Court Administrator and Probate Court.</p>
003.	<p><u>Docket and Recording Books</u> (Adoptions)* (Relinquishments)* *These files are <u>CONFIDENTIAL</u>. <u>Access only through Probate Court.</u> (V.R.P.P. 77(e)) (cont.) 1791</p>	<p>CR+10 A. Send to Public Records 5 years after last entry. B. Microfilm 10 years after closing (reference and security copies).</p>

A. J. Pearson
 Public Records Director

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

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

No. **09643**

Date **August 8, 1995**

To Custodian of Public Records

..... **Thomas J. Lehner, Court Administrator**

Office **All Probate Courts**

Address

Your request dated **July 24, 1995** 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
003. (cont.)	R.S. #27	C. Offer to Probate Court after microfilming. D. Recycle original 6 months after microfilming and receiving written authorization from Court Administrator and Probate Court.
004.	<u>Estates</u> Includes: Testate (will), intestate (no will), assets to be probated, conveyances when recordholder deceased (14 VSA §1801-1804), and mortgage discharges (27 VSA §465-467). R.S. #22	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to historical societies, State Archives and Probate Court after microfilming. D. Recycle original 6 months after microfilming and receiving written authorization from Court Administrator and Probate Court.
005.	<u>Testamentary Trusts</u> Trusts created under a will duly probated. R.S. #23	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to historical societies, State Archives and Probate Court after microfilming. D. Recycle original 6 months after microfilming and receiving written authorization from Court Administration and Probate Court.

A. J. [Signature]
 Public Records Director

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

- 1. Record Custodian
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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **09644**

Date August 8, 1995

To Custodian of Public Records

..... Thomas J. Lehner, Court Administrator

Office All Probate Courts

Address

Your request dated June 6, 1995 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
006.	<u>Guardianships; Voluntary; Involuntary*; Minor</u> *Mental Health Evaluations are CONFIDENTIAL : To be pulled from file before sending to Public Records and retained at the Court. <u>Access only through the Probate Court.</u> NOTE: Those dismissed because of no finding of incompetence (14 VSA §3068(e)) - to be pulled from file before sending to Public Records and destroyed after audit. R.S. #24 <i>Superseded by D.O. #9733.002</i>	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to historical societies, State Archives and Probate Courts after microfilming. D. Recycle originals 6 months after filming and receiving written authorization from Court Administrator and Probate Court.
007.	<u>Docket and Recording Books*</u> Estates, Vital Records, Insolvency, Licenses, General *If any docket or recording book has adoption or relinquishment information, follow procedure for Item #3 Adoption and Relinquishment docket and recording books. R.S. #28 <i>1741</i>	CR+10 A. Send to Public Records 5 years after last entry. B. Microfilm 10 years after closing (reference and security copies). C. Offer to historical societies, State Archives and Probate Courts after microfilming. D. Recycle originals 6 months after filming and receiving written authorization from Court Administrator and Probate Court.
008.	<u>Change of Name</u> Proceedings and certificates for adults and minors. R.S. #29 <i>1741</i>	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Offer to local historical societies, State Archives and Probate Courts after microfilming.

(cont.)

A. P. Jacaroni
 Public Records Director

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

1. Record Custodian
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DISPOSITION ORDER
 State of Vermont
 Agency of Administration
PUBLIC RECORD DIVISION
 Montpelier, Vermont

No. **09645**

Date **August 8, 1995**

To Custodian of Public Records

Your request dated **June 6, 1995** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

Thomas Lehner, Court Administrator

Office **All Probate Courts**

Address

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
008. (cont.)		D. Recycle original 6 months after filming and receiving written authorization from Court Administrator and Probate Courts.
009.	<u>Vital Records</u> Birth, Death, Marriage, Presumed Death Certificates R.S. #30	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Recycle original after microfilming.
010.	<u>Cemeteries</u> Disinterment (18 VSA §5212), Plot Ownership (18 VSA §5531), Escheat (18 VSA §5534). R.S. #31	CR+10 A. Send to Public Records 5 years after closing. B. Microfilm 10 years after closing (reference and security copies). C. Recycle original after filming.
011.	<u>Pre-Marriage Matters</u> Special Authorization Non-resident clergy (18 VSA §5144) Waiver of 3-day waiting period (prior law), Waiver of Medical Certificate (prior law), Public Good Certificates (18 VSA §5142). R.S. #32	CR+10 A. Send to Public Records 5 years after closing. B. Recycle original 10 years after closing (issuance).
012.	<u>Uniform Gift to Minors</u> Case file on the appointment of a successor custodian of the assets gifted to minors. R.S. #33	CR+10 A. Send to Public Records after 5 years. B. Microfilm after 10 years (reference and security copies). C. Recycle after microfilming.

Superseded by DO. 9733.003

A. John Giacopini
Public Records Director

D. Gregory Sargent
Chairman, Public Records Advisory Board

Approved:

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

No. **09646**

Date **August 8, 1995**

To Custodian of Public Records

Thomas J. Lehner, Court Administrator

Office **All Probate Courts**

Address

Your request dated **June 6, 1995** 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
013.	<u>Order Transferring Motor Vehicle to Surviving Spouse</u> (23 VSA §2023(e)) R.S. #34 1771	CR+10 A. Send to Public Records 5 years after closing. B. Recycle originals 10 years after closing.
014.	<u>Involuntary Commitments (Prior Law)</u> Case file of individuals committed to State Hospital. R.S. #35 1791	CR+0/01 A. Send to Public Records immediately B. Microfilm reference and security copies immediately. C. Recycle original records after microfilming.

A. J. ...

Public Records Director

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

DISPOSITION ORDER

No. 3413

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

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

Date May 24, 1977

To Custodian of Public Records

Your request dated January 5, 1977 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

All Probate Districts

Office

Address

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
12.	<p>Recorded Volumes of Administrators, Agents or Executors - Guardian and Trustee Bonds</p> <p>NOTE: This Disposition Order supersedes the Following:</p> <p>Hartford #2336 Chittenden #2380 Caledonia #2423-4 Washington #2427-8 Randolph #2465-6 Marlboro #2467-8 Westminster #2591</p>	<p>Destroy after 60 years</p>

R. Arthur Garrison
 Assistant Public Records Director

Approved: _____

Chairman Public Records Advisory Board

DISPOSITION ORDER

No. **3412**

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

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

Date May 24, 1977

To Custodian of Public Records

Your request dated January 5, 1977

All Probate Districts


asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

Office

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
1.	Receipt for Funds to State Treasurer	Destroy when 2 years old, and after audit is completed
2.	Copy of Certificates of Fees (A-30)	Destroy when 2 years old, and after audit is completed
3.	Copy of Salary or Per Diem or Expense Account (DAF-6 or C-10)	Destroy when 2 years old, and after audit is completed
4.	Copy of List of all fees accrued to the State for the quarter (#128)	Destroy when 4 years old, and after audit is completed
5.	Cancelled checks and stubs	Destroy when 6 years old, and after audit is completed
6.	Bank Deposit Slips	Destroy when 6 years old, and after audit is completed
7.	Bank Statements	Destroy when 6 years old, and after audit is completed
8.	Daily Cash Book of Fees; showing amounts paid for advertisements, State fees and Register fees	Destroy when 10 years old, and after audit is completed
9.	Daily Income Ledger	Destroy when 10 years old, and after audit is completed
10.	Fee Books and/or Ledgers showing fees due and paid by estates	Destroy 10 years after the last entry, and after audit is completed
11.	Administrators, Agents, Executors-Guardian and Trustee Bonds	Destroy after 40 years


Assistant Public Records Director

Approved: _____
 Chairman, Public Records Advisory Board