

(Revised April 18, 2002)

STATE OF VERMONT
RETENTION SCHEDULE FOR STATE AGENCIES

The destruction of these records must be immediately reported to Public Records, using a standard "PR-27 Record Disposition (Destruction)" form, completed and signed by the Records Officer.

DESCRIPTION	RETENTION PERIOD	DISPOSITION ORDER
Agency Time Report Certification	1 fiscal year	9954.016
Biennial Reports for Printer, Copies of	Retain last two	9954.018
Budgets, Copies of	Retain last two	9954.017
Contract Release Orders, Receiving Reports, Service Contracts	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.006
Detail of Appropriation Expenditures (CDP-10, CDP-11)	Prior to July 1, 2001 - 2 years and after audit After July 1, 2001 see Vision Records Retention Schedule	9954.005
Employee Folder/Personnel Files	Microfilm, hold 50 years after termination	9954.019
Expense Vouchers, Copies of	Prior to July 1, 2001 - 2 years and after audit After July 1, 2001 see Vision Records Retention Schedule	9954.004
Paid Invoices, Copies of	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.003
Payroll Register	1 fiscal year	9954.015
Payrolls, Copies of (CDP-12, CDP-15, DAF-17)	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.002
Performance Evaluations	Retain last three	9954.012
Personal Services Contract - any personal service contracts held by the division, billings, and miscellaneous correspondence.	7 years Hold in office area for 3 years, transfer to State Records Center until 7 years old. Destroy by recycling.	9990.001
Personnel Files/Employee Folder	Microfilm, hold 50 years after termination	9954.019
Phone Messages - containing substantive information	Original: Should be filed with records message pertains to. Copies: Hold 1 year, then destroy	9955.002
Phone Messages - routine in nature	Destroy after call returned or action taken	9955.001
Purchase Orders, Copies of	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.008
Receipts for Funds to State Treasurer (TR form #7)	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.009
Receiving Reports, Service Contracts, Contract Release Orders	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.006

Refund Schedule of Expenditures (TR form #2)	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.010
Requisitions, Copies of	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.007
Service Contracts, Contract Release Orders, Receiving Reports	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.006
Standard State Invoices, Copies of (DAF-15, DAF-23, DAF-24)	Prior to July 1, 2001 - 2 years and after audit, After July 1, 2001 see Vision Records Retention Schedule	9954.001
Time and Attendance, Report of	1 fiscal year	9954.014
Time Reports	3 years and after audit	9954.013
Travel Requests, Copies of	2 years	9954.011