

Here are two emails that related to Public Records:

- 1. Recordings should be retained for one year & one day from date of meeting.
Vermont State Archives & Records Administration**
- 2. Standard Format for Electronic & Paper Records.
Secretary of State Municipal Assistance Office**

1. Records Management Resource

Inbox

Wheaton-Book, Megan <megan.wheaton-book@vermont.gov>

Fri, Mar 11, 4:14
PM

Hi Dona,

Thank you for reaching out to the Vermont State Archives and Records Administration, here is a link to the General Record Schedule for Administrative Policy Records. The record type we discussed is the "Accounts (Statements)" category (page 2), which includes electronic recordings of public meetings. These recordings should be retained until the meeting has ended plus one year.

https://sos.vermont.gov/media/rztj0udv/grs-10001102_administrating.pdf

I hope this helps!

Meg

Megan Wheaton-Book, MLIS, MA, CRA

Records & Information Management Specialist IV

Vermont State Archives & Records Administration

1078 U.S. Route 2, Middlesex

Montpelier, VT 05633-7701

802-828-3897 | megan.wheaton-book@vermont.gov

Mon, Mar 21, 3:27
PM

2. Prosser, Jenny <Jenny.Prosser@vermont.gov>

to me

Hello,

Thanks for your patience on this – I'm sorry it has taken so long for me to provide a substantive response.

Vermont's public records act does contain some specific language regarding standard format for requested copies: *"If an agency maintains public records in an electronic format, nonexempt public records shall be available for copying in either the standard electronic format or the standard paper format, as designated by the party requesting the records. An agency may, but is not required to, provide copies of public records in a nonstandard format, to create a public record or to convert paper public records to electronic format."* "Standard format" for copies requested in electronic form is the format in which the record is maintained. "Standard format" for copies requested in paper form is a photocopy of a paper record or a hard copy print-out of a public record maintained in electronic form. [1 V.S.A. § 316](#).

So, the person making the request gets to choose whether he or she wishes for copies in standard electronic format or standard paper format. If standard electronic format is chosen, then the public agency's obligation is to produce a copy in the format in which the record is maintained. If standard paper format is chosen, the public agency must photocopy a paper record or print out an electronic record.

I hope this helps. Of course, for legal advice about how to handle a specific records request, we always recommend that public agencies consult with and rely on their own legal counsel.

Best regards,
Jenny Prosser

Jenny R. Prosser
General Counsel & Director of Municipal Assistance
Vermont Secretary of State's Office
802.828.1027
sos.vermont.gov