

Got Records? Now What?

Under Vermont law, all written and recorded information produced or acquired in the course of public agency business is a public record. Although we work with “public records” every day, not everyone is familiar with the State Records Management Program, which requires the use of records management best practices and principles for retention, access and management of all public records. The first half of this three hour workshop is designed to introduce concepts of records and information management, including best practices, tools and resources currently available. The second half of the session helps attendees understand the statutes surrounding public records in Vermont, be able to respond efficiently to public records requests and understand public records exemptions and how to apply them.