

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: Inmate/Offender Records and Access to Information</p>	<p style="text-align: right;">Page 1 of 1</p>
<p>Chapter:</p>	<p style="text-align: center;"># 251.01</p>	<p>Supersedes 251.01 06/28/1999 & 245.04 dated 10/20/1998</p>
<p>Attachments, Forms & Companion Documents:</p> <p>1. All forms and companion documents are available on the Department's website</p>		
<p>Local Procedure(s) Required: Yes – to establish local processes and role assignments at each site. Applicability: All staff (including contractors and volunteers) Security Level: "B" – Anyone may have access to this document.</p>		
<p>For Public Comment 11.21.16</p>		

1 **PURPOSE:**

2 The purpose of this directive is to establish an accurate, efficient, and secure system for the recording,
3 management, maintenance, retention and disposition of offender information. This directive
4 identifies access to inmate/offender records by both inmates/offenders, the public, and outside
5 entities.

6 **PHILOSOPHY:**

7 The Vermont Department of Corrections (DOC) compiles, manages, maintains, and updates each
8 inmate/offender's record accurately and in a standardized manner. The DOC provides access to each
9 inmate/offender record as required by law or other agreements.

10 **AUTHORITY:**

11 28 V.S.A. § 601(10); 28 V.S.A. § 101(1), (5); 28 V.S.A. § 102(b)(2); 28 V.S.A. § 102(c)(1).

12 **POLICY**

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14 The DOC generates, collects, and maintains information regarding persons in custody or under
15 supervision of the DOC. This information is maintained in various formats, including electronic,
16 hard copy, and other media. The information about a specific person in its custody or under its
17 supervision is known as the inmate/offender record.

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19 The DOC provides access to inmate/offender records as required or permitted by law.

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21 The DOC maintains a public use file about each person in its custody or under its supervision. Each
22 public use file contains limited information regarding an inmate/offender which is available to any
23 person.
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