

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: Offender/Inmate Records and Access to Information</p>	<p style="text-align: right;">Page 1 of 1</p>						
<p>Chapter: Administrative Services</p>	<p style="text-align: center;">DIRECTIVE # 251.01</p>	<p>Supersedes: 251.01 Interim Revision Memo dated 07/24/2017; 251.03 dated 10/01/1998; 253 dated 9/20/1985; 254 dated 06/07/94; 254.01 dated 10/20/98 & Interim Revision Memo dated 06/15/2012; 254.03 dated 01/16/1998; 254.04 dated 10/20/1998; and 255 dated 8/15/1995</p>						
<p>Attachments, Forms & Companion Documents: All forms and companion documents are available on the Department’s intranet 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>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">SIGNED</td> <td style="width: 33%; text-align: center;">8/13/19</td> <td style="width: 33%; text-align: center;">8/18/2019</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Michael Touchette, Commissioner</td> <td style="border-top: 1px solid black; text-align: center;">Date Signed</td> <td style="border-top: 1px solid black; text-align: center;">Date Effective</td> </tr> </table>			SIGNED	8/13/19	8/18/2019	Michael Touchette, Commissioner	Date Signed	Date Effective
SIGNED	8/13/19	8/18/2019						
Michael Touchette, Commissioner	Date Signed	Date Effective						

PURPOSE

The purpose of this directive is to establish an accurate, efficient and secure system for recording, managing, maintaining, retaining and disposing of offender/inmate information. This directive also identifies what information constitutes offender/inmate records and the extent to which offenders/inmates and others may access such information.

AUTHORITY

28 V.S.A. § 101(1), (5); 28 V.S.A. § 102(b)(2); 28 V.S.A. § 102(c)(1); 28 V.S.A. § 107; 28 V.S.A. § 601(10); APA Rule 19-035 (*Offender/Inmate Records and Access to Information*)

POLICY

The Vermont Department of Corrections (DOC) generates, compiles, manages and updates information regarding persons within its custody or under its supervision in an accurate and standardized manner. This information, known as the offender/inmate record, is maintained in various formats including electronic, hard copy, and other media.

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

The DOC maintains a public use file, which is a subset of the offender/inmate record, on each person in custody or under supervision. The public use file is not confidential and is available to any person.