



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

School Record Retention and Records Management

The Vermont Agency of Education (AOE) does not set or maintain record retention schedules for school districts and supervisory unions (SU). Retention standards are set by the State Archivist within the Office of the Secretary of State under 3 V.S.A. § 117. Under Vermont's Records Act, public records may not be destroyed except as authorized by such State retention standards (1 V.S.A. § 317a). Each district and SU should have a designated records custodian who is responsible for the disposition of their school records.

School records custodians should contact the Vermont State Archives and Records Administrations (VARSA), which oversee records management, for assistance with the disposition of school records, and information on disposition orders, records schedules and records retention. Please find more information about [managing school records](#), and [disposition orders](#) on the Secretary of State's website.

General Guidance

1. School registers are considered permanent records, and should be kept in a secure location within the supervisory union. See [16 V.S.A. § 1324](#).
2. For grades 9-12, the transcripts of graduates and dropouts shall be permanently maintained; academic records may be permanently maintained.
3. The Family Education Rights and Privacy Law (FERPA) requires schools to maintain a record of requests for access to and each disclosure of students' education records, in addition to maintaining parental notification to the school that any or all directory information for a student shall not be disclosed. See [34 C.F.R. §§ 99.32 and 99.37](#).
4. For information on retention of student health records, please see [guidance provided by the Vermont Department of Health \(VDH\)](#).

If you have further questions, please contact the records management staff at VSARA at rim@sec.state.vt.us or (802) 828-3700.