

Electronic Records Request Process

Public Records Request

<https://www.sec.state.vt.us/archives-records.aspx>

1. These requests need to be submitted by the Agency/Department Records Officer, Records Liaison, or The Public. This is a State Records Officers Liaisons List located in this same location. If you have questions in regards to Records Management, they should be directed to the Secretary of State's Office at 802-828-3897.
2. Request the Records Officer/Liaison login to <https://secure.vermont.gov/DII/foia/> and submit your request and you will be provided a FOIA Number.
3. Log a LANDesk ticket to request Information. Please include the FOIA Number in the ticket that you were provided. (<https://itsupport.vermont.gov>)
4. DII Staff will provide access needed for above requester to perform search on data. Instructions on how to access the information is located here: <http://dii.vermont.gov/sites/dii/files/PDF/Support/How-to-use-Office365eDiscovery.pdf>

Legal Hold –

A **legal hold** is a process that an organization uses to preserve all forms of relevant information when [litigation](#) is reasonably anticipated.

The legal hold is initiated by a notice or communication from legal counsel to an organization that suspends the normal disposition or processing of records, such as backup tape recycling, archived media and other storage and management of documents and information. A legal hold will be issued as a result of current or anticipated litigation, audit, government investigation or other such matter to avoid [evidence spoliation](#). Legal holds can encompass business procedures affecting active data, including, but not limited to, backup tape recycling.¹

1. Request should only come from AGO's Office via email with a Case Number to SOV.LegalHoldRequests@vermont.gov.

or
2. Request can come from (DHR – Legal DL) and James D. Morris, from AHS – Commissioner's Office. DHR Investigator's Staff with a Case # to SOV.LegalHoldRequests@vermont.gov.
 - If Active Employee, user will be put on Litigation Hold and an E-Discovery case will be created.
 - Inactive Employees are just added to the E-Discovery Case that is created.