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*Susanne R. Young, Secretary*

## MEMORANDUM

**TO:** Extended Cabinet  
**FROM:** Susanne Young, Secretary of Administration   
**DATE:** February 20, 2018  
**RE:** Public Records Requests

Please consider this memo a reminder to you and your Public Records Officers that all agencies and departments that receive a request to inspect or copy a public record shall catalog the request in the Public Records Request Data Base administered by the Agency of Digital Services. Access to the database can be obtained through the following link: <https://secure.vermont.gov/DII/foia/>. If you don't already have an account set up, it only takes minutes to register for one using the 'Register Today' link

A recent report from the information entered into the State's database mentioned above is available at <https://data.vermont.gov/Finance/Public-Record-Requests/fwxs-ckd2/data>. Click on the 'View Data' link and information specific to your agency or department can be viewed more easily if you sort the report on the column with 'Agency' as the header. Please share this information with your Public Records Officers and ask them to make any necessary updates in the database. All public records request data for your agency or department should be logged into the State's database completely prior to March 30<sup>th</sup>, and every quarter thereafter. Updated reports, from the data entered into the database, will be posted quarterly at the beginning of the month (January, April, July, and October).

If you have any questions about accessing or using the data base, please reach out to [Harry Bell](#) in ADS for guidance.

Thank you for your cooperation.