



State of Vermont
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Susanne R. Young, Secretary

MEMORANDUM

TO: Executive Branch Agency and Department Heads
CC: Tanya Marshall, State Archivist & Director
FROM: Susanne R. Young, Secretary of Administration *so*
RE: Public Records Request System
DATE: February 4, 2019

ANNOUNCING THE NEW PUBLIC RECORDS REQUEST SYSTEM

In accordance with [1 VSA § 318a](https://legislature.vermont.gov/statutes/section/01/005/00318a) (<https://legislature.vermont.gov/statutes/section/01/005/00318a>) the Agency of Administration and the Executive Branch are responsible for cataloguing public record requests in the Public Records Request System.

The original system developed in 2006 has been replaced with a new system created in SharePoint Online. Effective January 1, 2019, the new Public Records Request System is the sole site used to record public records requests. The new system is available to anyone with a ‘...@vermont.gov’ email address. All state employees charged with recording public record requests only need to sign into the system to obtain access. Other quasi-state Boards, Commissions, etc., without the requisite email address may contact ADS Support to set up their unit by entering a [LANDesk](https://itsupport.vermont.gov) service ticket at <https://itsupport.vermont.gov> or by calling 802-828-6620, option 1.

The new [Public Records Request System](https://vermontgov.sharepoint.com/sites/prr) will be available beginning today, February 4, 2019, at <https://vermontgov.sharepoint.com/sites/prr>. Historic and [current data](https://vermontgov.sharepoint.com/sites/prr) will continue to be published monthly on the Agency of Administration website at <https://aoa.vermont.gov/statewide-public-record-requests>.

Please consult the attached instructions and FAQs before initial system log-in. Additional assistance is available by entering a [LANDesk](https://itsupport.vermont.gov) service ticket at <https://itsupport.vermont.gov> or by calling 802-828-6620, option 1.

Please forward this, along with the corresponding email and documents to those responsible for handling Public Records Requests within your agency or department.