

Document Name or Type of Electronic Information	Electronic or Paper	Significant vs. Minimal Redaction	Give to Offender - Per Policy	Give to Offender - Day to Day Business
DOC's Payment Coupon	Paper	Minimal	201	
Health Care Records	Paper	Minimal	254.02	
Vermont Sex Offender Registry Notification of Requirement to Register Form	Paper	Minimal	255.01	
Change of Address and Employment and Education	Paper	Minimal	320.01	
Change of Treatment Supervision Status Form	Paper	Minimal	320.01	
Decision to Appeal to Corrections Executive	Paper	Minimal	320.01	
Grievance Submission Rejection Memo	Paper	Minimal	320.01	
Grievance Investigation and Superintendent/District Manager/Supplemental Housing Response	Paper	Minimal	320.01	
Informal Complaint and Plan for Resolution Plan	Paper	Minimal	320.01	
Notice Form Regarding Non-Complaint Designated High Risk Sex Offender	Paper	Minimal	320.01	
Offender/Inmate Grievance Submission Form	Paper	Minimal	320.01	
Offender/Inmate Notice of Right to Grieve	Paper	Minimal	320.01	
Resident Handbook	Paper	Minimal	320.01	
Resident Handbook Acknowledgement Form	Paper	Minimal	320.01	
Response to Appeal to Commissioner	Paper	Minimal	320.01	
Vermont Sex Offender Registry Notification of Requirements to Register Form - Out of State Jurisdiction	Paper	Minimal	320.01	
Outside Purchase/Special Package Request Form	Paper	Minimal	321.01	
Personal Property Report	Paper	Minimal	321.01	
Report of Lost or Damaged Property	Paper	Minimal	321.02	
Request/Response for Release Money for Housing	Paper	Minimal	323.01	
Request/Response for Release Money for Other than Housing	Paper	Minimal	323.01	
Staff Request for Inmate Release Money for Housing	Paper	Minimal	323.01	
Inmate Visitor List	Paper	Minimal	327.01	
Request to Produce Resident Publication Form	Paper	Minimal	331	
Agreement for Medical and Dental Diet Acceptance	Paper	Minimal	354	
Religious/Alternative Diet Participation Agreement	Paper	Minimal	354	
Request for Religious/Alternative Diet	Paper	Minimal	354	
Service Agreement for Medical or Dental Diet Refusal	Paper	Minimal	354	
Special Diet Cancellation Request	Paper	Minimal	354	
Accommodation Decision Appeal to Commissioner	Paper	Minimal	371.01	
ADA Accommodation Notification to Facility Staff	Paper	Minimal	371.01	
Offender/Inmate Orientation to ADA form	Paper	Minimal	371.01	
Request for Reasonable Accommodation/Response Form	Paper	Minimal	371.01	
Acknowledgement Forms	Paper	Minimal	385	
Confiscation of Offender Property Form	Paper	Minimal	385	
Court Forms (Templates)	Paper	Minimal	385	
Out of State Transfer Order	Paper	Minimal	385	
Outside Purchase/Special Package Request Form	Paper	Minimal	385	
VT6602 Law Library Use Request Form	Paper	Minimal	385	
VTLL05 Legal Photocopy Request Form	Paper	Minimal	385	
VTLL08 Law Terminal Use Form	Paper	Minimal	385	
ADA Accommodation Notification to Facility Staff	Paper	Minimal	406.01	
Notification of DNA Testing Report	Paper	Minimal	409.03	
Notice of Disapproved Publication	Paper	Minimal	409.05	
Notice of Rejection/Disposition of Mail	Paper	Minimal	409.05	
Receipt and Disbursement Form F161	Paper	Minimal	409.05	
Request for Inmate-to-Inmate Correspondence	Paper	Minimal	409.05	
Confidential Informant Form	Paper	Minimal	410.01	
Discipline Waiver of Appearance/Hearing/Refusal to Appear	Paper	Minimal	410.01	
Hearing Report Form	Paper	Minimal	410.01	
Inmate Disciplinary Appeal Form	Paper	Minimal	410.01	

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Inmate Disciplinary Report Form	Paper	Minimal	410.01	
Notice of Hearing/Waiver of 24 Hour Notice of Hearing	Paper	Minimal	410.01	
Confidential Informant Form	Paper	Minimal	410.02	
Furlough Violation Waiver of Appearance/Hearing/Refusal to Appear	Paper	Minimal	410.02	
Hearing Report Form	Paper	Minimal	410.02	
Inmate Appeal Form	Paper	Minimal	410.02	
Notice of Hearing	Paper	Minimal	410.02	
Notice of Suspension Report	Paper	Minimal	410.02	
Administrative Segregation Placement Report	Paper	Minimal	410.03	
Ad-Seg Waiver of Appearance/Hearing/Refusal to Appear	Paper	Minimal	410.03	
Appeal Process Notice Form	Paper	Minimal	410.03	
Confidential Informant Form	Paper	Minimal	410.03	
Hearing Report Form	Paper	Minimal	410.03	
Inmate Appeal Form	Paper	Minimal	410.03	
Notice of Hearing	Paper	Minimal	410.03	
Notice of Review	Paper	Minimal	410.03	
Removal from Segregation Status	Paper	Minimal	410.03	
Notice of Hearing for Preliminary Probable Cause Hearing	Paper	Minimal	410.04	
Removal from Segregation Status	Paper	Minimal	410.05	
Agreement to Participate in Community Restitution Program	Paper	Minimal	424.05	
Security Threat Group Member Renunciation Form	Paper	Minimal	427	
Security Threat Group Member Self Admission Form	Paper	Minimal	427	
Juvenile Probation Violation Complaint	Paper	Minimal	429.01	
Thinking Report	Paper	Minimal	430.11	
Inmate Request For Clinical Services	Paper	Minimal	361.01.02	
Right to Grieve Form	Paper	Minimal		Yes
ADA Offender/Inmate Orientation to ADA	Paper	Minimal		Yes
Administrative Segregation Review (7 day)	Paper	Minimal		Yes
Agreement to Participate	Paper	Minimal		Yes
Booking PREA Orientation	Electronic	Minimal		Yes
Case Plan	Paper	Minimal		Yes
Certification of Compliance w/ DOC Recommended Tx	Paper	Minimal		Yes
Community Case Plan	Electronic	Minimal		Yes
Conditions of Release	Paper	Minimal		Yes
Conditions of Supervision Form	Paper	Minimal		Yes
Corrective Action Plan RRP	Paper	Minimal		Yes
Corrective Action Plan VTPSA	Paper	Minimal		Yes
Disciplinary Report	Paper	Minimal		Yes
Disciplinary/Hearing Reports Packets	Paper	Significant		Yes
DNA Receipt	Paper	Minimal		Yes
DNA Testing Refusal Form	Paper	Minimal		Yes
Earned Reduction of Term (ERT)	Paper	Minimal		Yes
Facility Case Plan	Electronic	Minimal		Yes
Financial Account Balances	Electronic	Minimal		Yes
Furlough Agreement	Paper	Minimal		Yes
Furlough Rules/Conditions/Consent Forms	Paper	Minimal		Yes
Grievance Submission Rejection Memo	Paper	Minimal		Yes
Grievance to Commissioner	Paper	Minimal		Yes
Grievance to Corrections Executive	Paper	Minimal		Yes
Grievance to Manager	Paper	Minimal		Yes
Grievances	Electronic	Minimal		Yes
Grievances including Appeals	Paper	Minimal		Yes
Group Handouts RRP	Paper	Minimal		Yes

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Group Handouts VTPSA	Paper	Minimal		Yes
Homework RRP	Paper	Minimal		Yes
Homework VTPSA	Paper	Minimal		Yes
Incident Reports - Related to DR	Electronic	Significant		Yes
Inmate DR Form	Paper	Significant		Yes
Inmate Property Receipt	Paper	Minimal		Yes
Inmate Religious Accommodation Request	Paper	Minimal		Yes
Inmate Request for Clinical Services	Paper	Minimal		Yes
Inmate Request for Religious Diet/Alternative Meal	Paper	Minimal		Yes
Interstate Agreement on Detainers	Paper	Minimal		Yes
KOP (Keep on Person) Contract	Paper	Minimal		Yes
Modification of Parole Conditions	Paper	Minimal		Yes
Notice of Collateral Consequences	Paper	Minimal		Yes
Offender Case Plan	Paper or Electronic	Minimal		Yes
Offender Collection Memo & Offender Financial Obligations Form	Paper	Minimal		Yes
Parole Hearing Notices	Paper	Minimal		Yes
Parole Order	Paper	Minimal		Yes
Parole Summary and Decisions	Paper	Minimal		Yes
Preliminary Probable Cause Hearing Refusal to Appear	Paper	Minimal		Yes
Property Forms (Denial, Seposition, Property Receipts)	Electronic	Minimal		Yes
Refusal of Court Clothes	Paper	Minimal		Yes
Refusal of Treatment Form	Paper	Minimal		Yes
Release of Information	Paper	Minimal		Yes
Release of Information - HIPAA	Paper	Minimal		Yes
Release of Information - Non HIPAA	Paper	Minimal		Yes
Release of Liability	Paper	Minimal		Yes
Release of Liability Declaration	Paper	Minimal		Yes
Risk Reduction Program Participation Agreement	Paper	Minimal		Yes
Risk Reduction Program Plan	Paper	Minimal		Yes
Sentence Computation	Paper or Electronic	Minimal		Yes
Sex Offender Notice of Non Compliance Letter	Paper	Minimal		Yes
Sex Offender Registry Change of Address/Employment/Education Form	Paper	Minimal		Yes
Sex Offender Registry Change of Treatment/Supervision Status Form	Paper	Minimal		Yes
Sex Offender Registry Information	Paper	Minimal		Yes
Sex Offender Registry Notification of Requirement to Register Form	Paper	Minimal		Yes
Sex Offender Registry Registration Form	Paper	Minimal		Yes
Sex Offender Registry Update Form	Paper	Minimal		Yes
Special Conditions for Domestic Violence Offenders	Paper	Minimal		Yes
Supervision Conditions	Paper	Minimal		Yes
Telephone Request Sheets	Paper	Minimal		Yes
Transition and Reentry Case Plan	Electronic	Minimal		Yes
VTPSA Handbook	Paper	Minimal		Yes
VTPSA Plan	Paper	Minimal		Yes
Waiver of Appearance and/or Hearing/Refusal to Appear	Paper	Minimal		Yes
Release forms	Paper	Minimal		
60-Day Central Office Review	Paper	Significant		
808f Survey	Electronic	Minimal		
Abbreviated Relapse Prevention Contract Outline	Paper	Minimal		
Abnormal Involuntary Movement Scale	Paper	Significant		
Action Taken with regards to residential treatment	Paper	Minimal		

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Ad Seg Hearing Reports/Packets	Paper	Significant		
Ad Seg: Inmate Daily Interaction Checklist/Seg Confinement log sheets	Paper	Significant		
ADA Accommodation Decision Appeal to Commissioner	Paper	Minimal		
ADA Request for Reasonable Accomodation	Paper	Minimal		
Administrative (quality assurance) paperwork	Paper	Minimal		
Administrative Segregation Placement Paperwork	Paper	Significant		
Ad-Seg Placement Report	Electronic	Significant		
Ad-Seg Waiver of Appearance	Paper	Minimal		
Advance Directive	Paper	Minimal		
Affidavits	Paper	Minimal		
Agency of Human Services Non-Employee ID Card	Paper	Minimal		
Agreements for Pre-Approved Furlough	Paper	Minimal		
Alerts	Electronic	Significant		
Any Legal or program Documentation of Cases or Separate Counts that are Discharged, Closed or Completed During the Current Period of Supervision	Paper	Minimal		
Application for Home Detention	Paper	Minimal		
Approved Visitors List	Paper	Minimal		
Arrest Charges	Electronic	Minimal		
Arrest of Parolee/SCS Form	Paper	Minimal		
Arrest of Probationer Form	Paper	Minimal		
Arrest of Youthful Offender Form	Paper	Minimal		
Arrest Warrant	Paper	Minimal		
Assessment	Paper	Significant		
Audit	Paper	Significant		
Authorization for Release of Offender Information – Commissioner Waiver	Paper	Significant		
Authorization of Special Observation	Paper	Minimal		
Authorization of Special Observation Checks	Electronic	Minimal		
Automobile Proof of Insurance	Paper	Minimal		
Automobile Registration	Paper	Minimal		
Bail Mitt/Conditions of Release/Surety & Appearance Bonds	Paper	Minimal		
Bail Mittimus	Paper	Minimal		
Bail Receipt	Paper	Minimal		
Bail Statements	Paper	Minimal		
Ban Visitor List	Paper	Significant		
Behavior Safety Plan	Paper	Significant		
BOL	Paper	Minimal		
Cancel Return to Custody On Mittimus Request	Paper	Minimal		
Case Management & Case Planning Information	Paper	Minimal		
Case Management System or LSI-R	Paper	Significant		
Case Notes	Paper or Electronic	Significant		
Case Plan/Rationale/Custody Level/Probation Supervision Contract	Paper	Significant		
Case Staff Forms & Reports	Paper or Electronic	Significant		
Case Staffing	Electronic	Significant		
Case Staffing Check List	Paper	Significant		
Case Transfer Forms	Paper	Minimal		
Case Transfer Request	Electronic	Minimal		
Certificate of Name Change	Paper	Minimal		
Certificate of Pardons	Paper	Minimal		
Certification of Compliance with DOC - Recommended Treatment	Paper	Minimal		
Chain of Custody Form	Paper	Significant		

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Child Survey	Paper or Electronic	Minimal		
CI Form	Paper	Significant		
Citations	Paper	Minimal		
Classification Packets	Paper	Significant		
Cognitive Self Change - Individual Group Participation Report	Paper	Minimal		
Cognitive Self Change - Individual Record of Group Work and Journal Assignments	Paper	Minimal		
Cognitive Self Change - Progress Report Orientation	Paper	Minimal		
Cognitive Self Change - Progress Report Stage One	Paper	Minimal		
Cognitive Self Change - Progress Report Stage Two	Paper	Minimal		
Cognitive Self Change - Special Program Team Review	Paper	Significant		
Cognitive Self Change- Program File Audit	Paper	Significant		
Cognitive Self Change- Referral Form	Paper	Significant		
Communications	Paper	Significant		
Communications with OOS for Extradition	Paper	Significant		
Community Notification Plan	Paper	Significant		
Community Placement Approval/Residence Investigation	Paper	Minimal		
Community Service Work Log	Paper	Minimal		
Conditional Re-Entry	Paper	Minimal		
Conditional Re-Entry Terms of Release	Paper	Minimal		
Consent to disclose Health Info (fall under Release of Info)	Paper	Minimal		
Contact List	Electronic	Minimal		
Contact Notes	Electronic	Significant		
Continuous Monitoring Record	Paper	Minimal		
Contraband Chain of Custody Log	Paper	Significant		
Contraband/Criminal Physical Tag and Chain of Custody Form	Paper	Significant		
Contract for Participation in Transitional Housing/Restor Reentry/COSA	Paper	Minimal		
Correspondence of Any Type Not Otherwise Listed	Paper	Significant		
CoSA Case Summary Form	Paper	Significant		
CoSA Waiver of Limits of Confidentiality	Paper	Minimal		
Court Docket & Disposition Reports (DDR)	Paper	Minimal		
Court Entry Regarding Motion	Paper	Minimal		
Court Notices	Paper	Minimal		
Court Orders	Paper	Minimal		
Court Petition to Enter Plea of Guilty	Paper	Minimal		
Court Release Order	Paper	Minimal		
Court/Parole Hearing Notices	Paper	Minimal		
Credit Verification Worksheet	Paper	Minimal		
CSS Child Survey	Electronic	Minimal		
CSS File Review and Orientation	Paper	Minimal		
CSS PREA Orientation	Electronic	Minimal		
Custom Form Response (old case notes)	Paper	Significant		
CVS	Paper	Significant		
CVS- Reclassed Detentioner	Electronic	Significant		
CVS- Sentenced	Electronic	Significant		
CVS-Admitted Detentioner	Electronic	Significant		
Daily Log Notes	Paper	Significant		
Database Incident Reports	Paper	Significant		
Decision to Appeal to Commissioner	Paper	Minimal		
Department Request for Review – Home Detention	Paper	Minimal		
Detainer	Paper	Minimal		
Developmental Services Questions	Electronic	Minimal		

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Direct Community Placement Forms	Paper	Minimal		
Divorce Decrees	Paper	Minimal		
DNA Notification	Paper	Minimal		
DNA Refusal Affidavit	Paper	Minimal		
DOC – Recommended Treatment Compliance and Non Compliance Checklist	Paper	Minimal		
DOC Apartment Agreement	Paper	Minimal		
DOC Hearings	Paper	Significant		
DOC Sentence Calculation Forms	Paper	Minimal		
Documentation Pertaining to Inmate's Death	Paper	Minimal		
Domestic Violence Referral Form	Paper	Significant		
Domestic Violence Screening	Electronic	Significant		
DR Hearing Waiver	Paper	Minimal		
Driver's License	Paper	Minimal		
Drug Test	Paper	Significant		
Drug Testing Report	Paper	Significant		
Due Process & Incident Reporting	Paper	Significant		
Early Termination of Parole Request	Paper	Minimal		
Earned Reduction of Term Contract	Paper	Minimal		
Education 504 Plan	Paper	Minimal		
Egregious Form	Paper	Significant		
Electronic Monitoring Completion	Electronic	Minimal		
Electronic Monitor Placement	Electronic	Minimal		
Electronic Monitoring- 30 Day District Manager	Electronic	Significant		
Electronic Monitoring Agreement	Paper	Minimal		
EPICS Summary	Electronic	Significant		
Escape Packet	Paper	Significant		
Evidence	Paper	Significant		
Ex-Offender Volunteer Services Application	Paper	Minimal		
Extended Furlough Suspension	Paper	Significant		
Extradition Documents	Paper	Minimal		
Face Sheets	Paper	Minimal		
Facility Employment Hold Request Form	Paper	Minimal		
Facility General	Paper	Significant		
Facility Inmate Orientation	Electronic	Minimal		
Facility Movement History	Electronic	Minimal		
Facility Transfer Orders/Prisoner Receipts	Paper	Significant		
Facility Visitor General	Paper	Significant		
Facility Worker Hold Request Form	Paper	Minimal		
Family & Support Persons Information	Paper	Minimal		
Family Court Orders	Paper	Minimal		
Fearless Criminal Inventory	Paper	Significant		
Federal Order	Paper	Significant		
Female ORAS- Community Supervision	Electronic	Significant		
Female ORAS- Prisoner Intake Tool	Electronic	Significant		
Female ORAS- Reentry Tool	Electronic	Significant		
Female ORAS -Supplimental Reentry	Electronic	Significant		
Field Case Audit Form	Paper	Minimal		
Field Case Transfer Request	Paper	Minimal		
Field Return to Facility Explanation	Electronic	Significant		
File Review, Reassessment and Reclassification Record Sheet	Paper	Significant		
Financial Documents	Paper	Minimal		
Financial Information	Paper	Minimal		
Financial Judgment, Payment Order and Notice of Show Cause Hearing	Paper	Minimal		

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Financial Transaction Request	Paper	Minimal		
Fingerprints	Paper	Minimal		
Foreign National Notification Transmittal	Paper	Minimal		
Form USM-41	Paper	Significant		
Furlough	Paper	Minimal		
Furlough Violation Case Staffing Form	Paper	Significant		
Furlough Violation Hearing Report/Packet	Paper	Significant		
Gender Preference Form	Paper	Minimal		
Governor's Warrant	Paper	Minimal		
Graduated Sanction Packets	Paper	Significant		
Grievance Investigation & Supt, DM, OOS Housing Response	Paper	Significant		
Health Services Transfer Form	Paper	Significant		
Hi Risk Sex Off Release Form - LE Notification	Paper	Significant		
High Risk Referral Checklist	Paper	Significant		
High School Diploma Certificate	Paper	Minimal		