



**AGENCY OF EDUCATION  
EDUCATOR QUALITY DIVISION**

219 North Main Street, Suite 402  
Barre, VT 05641 (p) 802-479-1700 | (f) 802-479-4313

## **MAINTENANCE AND DESTRUCTION POLICY**

1. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Crime Information Center (VCIC) at:

Vermont Department of Public Safety  
Vermont Crime Information Center  
103 South Main Street  
Waterbury, VT 05671-2101

Or by contacting the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Division at:

FBI CJIS Division  
Attention: Criminal History Analysis Team 1  
1000 Custer Hollow Road  
Clarksburg, WV 26306

2. The Agency of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant's permission to any person other than the applicant and properly designated employees of the Agency who have a documented need to know the contents of the record.
3. The Agency of Education will maintain a confidential log of all criminal history requests for three years.
4. At the end of the retention period, logs and requests for records will be destroyed.
5. The Agency of Education's criminal history log and all records relating to requests for criminal records are available to the VCIC for audit at least once every two years.
6. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.

NOTICE TO LICENSEES AND APPLICANTS: Vermont Standards Board for Professional Educators Rule 5840 governs public and other access to license records, and can be found within the [VSBPE Rules](#).