TITLE 16 USER AGREEMENT

INSTRUCTIONS: Please place this letter onto your letterhead. Every Supervisory Union or Recognized Independent School should have this document on file with the Vermont Criminal Information Center. A new agreement must be submitted when the Superintendent or Headmaster changes.

Date: _____

Criminal Record Check Section
Vermont Crime Information Center
Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300

To Whom It May Concern:

Under the authorization of V.S.A. Title 16, Chapter 5, Subchapter 4, this office will be requesting criminal record checks for applicants that this office is prepared to recommend for employment or licensure. In accordance with the Vermont Crime Information Center (VCIC) regulations, which stipulate the conditions under which criminal record are released to non-criminal justice agencies, this office agrees to:

1. Provide applicants with a criminal record release form with the identifying information required by VCIC which informs the applicant that they may appeal the results of a criminal record check to VCIC.

2. 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. Maintain a confidential log of all criminal history requests as specified by VCIC.

4. Confidentially retain records relating to requests for criminal records for a period of three years. At the end of the retention period and pursuant to VSA Title 16, Section 256, if logs and records are to be destroyed, they will be burned or shredded.

5. Make the criminal history log and all records relating to requests for criminal records available to VCIC for audit as requested.

This office has been informed that any request for criminal record information or dissemination of criminal history information, which is inconsistent with Title 16, Title 20 or VCIC regulations, is a violation of state and federal law and is punishable by a fine of up to $5,000 for each unauthorized disclosure.

Sincerely

Printed Name of Superintendent or Headmaster

Revised 8/2017