

Vermont State Archives
SECRETARY OF STATE JAMES F. MILNE RECORDS
12 CU. FT.
1995-1999

BIOGRAPHY

James F. Milne served two terms as Vermont's Secretary of State. He was first elected in 1994 and served through January 7, 1999. He was born on July 8, 1950 in Barre, Vermont where he resided and attended Barre schools. He attained a B.S. Degree in Pharmacy in 1974 from the Massachusetts College of Pharmacy and was manager of the Allan Milne Pharmacy in Barre from 1974-1988. From 1981-1992 he served on the Vermont Board of Pharmacy and was chair of the Board from 1986-1988. In 1988, he successfully ran for the office of Barre City Clerk & Treasurer where he remained until 1994 when he was elected Secretary of State by a narrow margin over incumbent Don Hooper. He has been affiliated with many local and national organizations; he served as president of the Vermont Jaycees from 1979-1980 and vice-president of the National Jaycees from 1980-1981. He is an avid skier and has served with the National Ski Patrol. He is married to Judith Garigliano Milne and they have three daughters and one son.

John Howland, Jr. served as Secretary Milne's Deputy throughout his administration. Born in Windsor, Vermont on May 14, 1946, Howland was raised amidst the ski industry. He holds graduate degrees from Middlebury College and from the University of Virginia where he taught in the English Department. He has worked in the newspaper business in several states, most recently as an editor for the Burlington Free Press. His knowledge of modern technology was a great asset to the Secretary of State's office as the office initiated its first website. He is married to the former Kathleen Balutansky and they have one daughter.

SCOPE & CONTENT

These records document Jim Milne's two terms as Secretary of State, from 1995-1999. The principal correspondents within these records are Secretary of State Jim Milne, Deputy Secretary of State John Howland, Jr., the directors of the four divisions. and the Office's staff attorneys.

The records are divided into ten series. The first four series relate to the functions and activities of the four divisions within the Office: the Elections, Professional Regulation, Corporations and State Archives divisions. The Elections Division series consists of almost half of the collection; it is the most substantial series in both volume and content. The Office of Professional Regulation files document the office's relationship with the various boards, the impact of legislation and the elimination of old investigative cases. The records provide

insight into the personalities and styles of its three directors during this time period. The Corporation files provide a record of the role played by the Secretary of State in the registration of corporations as well as the changing filing requirements for the Uniform Commercial Code (UCC). The State Archives files provide valuable information on the cost of access to, and duplicating, public records. The Friday Reports of State Archivist Gregory Sanford show issues on the preservation of, and access to public records as well as concerns about the preservation of electronic records.

The Municipal files demonstrate the office's advisory and educational role to municipalities. The material concerns a variety of municipal issues. The General Correspondence files consist of letters of the Deputy and Secretary and are filed alphabetically by name of correspondent. The General Assembly files primarily document proposed legislation relating to the office. The State Government series consists of correspondence between the office and other state agencies. The Subject files document miscellaneous subjects not easily placed elsewhere in the collection, such as files on the National Association of Secretaries of State (NASS). The final series is the Administrative Records series which consist primarily of budget and personnel material as well as the Friday and Weekend Reports of the Business Manager.

During Milne's administration, the division directors were required to file weekly "Friday Reports". The Friday Reports are a valuable resource of office activities and consist of correspondence, memos and newspaper clippings, etc. relating to the current week's events.

The types of material within these files include correspondence, memos, agenda, bills, budgets, reports, court dockets, meeting minutes, press releases, legislative testimony, and newspaper clippings. The "Municipal Monthly" and other publications are not included in the collection. These are held at the VT State Archives, Office of the Secretary of State.

Routine requests for publications and information distributed by the Office have been removed and/or sampled.

November 3, 2000

Election Files
5.6 cu. ft.
1995-1998

Correspondence, memos, newsclippings, bills, and court dockets relating to various election issues. Primarily correspondence between the Elections Director (Ellen Tofferi) and town officials and members of the public, there is some Secretary Jim Milne and Deputy John Howland correspondence. Subjects include the Australian ballot, citizen's initiative (H.194, 1998), voter registration, the organization of political parties, the presidential preference primary, and election recounts. There is substantial material on campaign finance, particularly concerning Act 64 (1997) the public financing of campaigns, disclosure requirements, and limits on campaign contributions and expenditures. The lobbyist law and the state compliance with the motor voter law are important issues covered in this series.

The correspondence files consist of first drafts of the Director's correspondence, memos between her and Attorney Paul Gillies (Deputy Secretary of State 1981-1993), as well as final drafts of correspondence. The Friday Reports, which were reports given to the Secretary every week, consist of final drafts of correspondence and newsclippings. The Friday and Weekend Reports (though much of the material is duplicated in the correspondence files) document what was transpiring in Vermont regarding election issues. The files are arranged alphabetically by subject and in reverse chronological order with the files.

BOX 1

1-1	Administrative Procedures Act (APA)/Rules	1995-1999
1-2	Australian Ballot	1996-1998
1-3	Ballots/Ballot Machines	1994-1998
1-4	Campaign Finance	1994-1998
1-5	Campaign Finance: Bills	1996-1997
1-6	Campaign Finance: Complaints	1997-1998
1-7	Campaign Finance Guide	1996
1-8	Campaign Finance: Impact of Act 64 on SOS Office	1998
1-9	Campaign Finance: In-kind contributions	1996-1998
1-10	Campaign Finance: Newsclippings	1995-1998

1-11	Campaign Finance: Vermont Right-to-Life vs. Sorrell, William	1997-1998
1-12	Campaigning	1995-1998
1-13	Citizen's Initiative	1997-1998
1-14	Collins, Charles vs. the 50 United States (Presidential Election)	1995
1-15	Correspondence	Jan., 1995
1-16	Correspondence	Feb., 1995
1-17	Correspondence	Mar., 1995
1-18	Correspondence	Apr.-Jun. 1995
1-19	Correspondence	July, 1995
1-20	Correspondence	Aug., 1995
1-21	Correspondence	Sept., 1995
1-22	Correspondence	Oct., 1995
1-23	Correspondence	Nov., 1995
1-24	Correspondence	Dec., 1995
1-25	Correspondence	Jan., 1996
1-26	Correspondence	Feb., 1996

BOX 2

2-1	Correspondence	Mar., 1996
2-2	Correspondence	Apr., 1996
2-3	Correspondence	May, 1996
2-4	Correspondence	June, 1996
2-5	Correspondence	July, 1996
2-6	Correspondence	Aug., 1996
2-7	Correspondence	Sept., 1996
2-8	Correspondence	Oct., 1996

2-9	Correspondence	Nov. , 1996
2-10	Correspondence	Dec. , 1996
2-11	Correspondence	Jan. , 1997
2-12	Correspondence	Feb. , 1997
2-13	Correspondence	Mar. , 1997

BOX 3

3-1	Correspondence	Apr. , 1997
3-2	Correspondence	May, 1997
3-3	Correspondence	June, 1997
3-4	Correspondence	July, 1997
3-5	Correspondence	Aug. , 1997
3-6	Correspondence	Sept. , 1997
3-7	Correspondence	Oct. , 1997
3-8	Correspondence	Nov. , 1997
3-9	Correspondence	Dec. , 1997
3-10	Correspondence	Jan. , 1998
3-11	Correspondence	Feb. , 1998
3-12	Correspondence	Mar. , 1998
3-13	Correspondence	Apr. , 1998

BOX 4

4-1	Correspondence	May, 1998
4-2	Correspondence	June, 1998
4-3	Correspondence	July, 1998
4-4	Correspondence	Aug. , 1998
4-5	Correspondence	Sept. , 1998
4-6	Correspondence	Oct. , 1998

4-7	Correspondence	Nov., 1998
4-8	Correspondence	Dec., 1998
4-9	Court Cases	1992-1998
4-10	Court Cases	1992-1998
4-11	Elections	1996-1998
4-12	Elections '96	1996
4-13	Elections '98	1998
4-14	"Election Perspectives"	1996
4-15	Friday Reports	Dec.-Oct. 1995
4-16	Friday Reports	Sept.-July 1995
4-17	Friday Reports	June-Apr. 1995
4-18	Friday Reports	Mar.-Jan. 1995
4-19	Friday Reports	Dec.-Oct. 1996
4-20	Friday Reports	Sept.-July 1996

BOX 5

5-1	Friday Reports	June-April 1996
5-2	Friday Reports	Mar.-Jan. 1996
5-3	Friday Reports	Aug.-July 1997
5-4	Friday Reports	June 1997
5-5	Friday Reports	May 1997
5-6	Friday Reports	Apr. 1997
5-7	Friday Reports	Mar. 1997
5-8	Friday Reports	Feb.-Jan. 1997
5-9	Kids Voting	1995
5-10	Lawn Signs	1995-1998
5-11	Legislature/legislators	1997-1998

5-12	Lobbying Registration Report	1994
5-13	Lobbyist Lawsuit	1998
5-14	Lobbyist Registration & Disclosure	1993
5-15	Lobbyists	1995-1998
5-16	Lobbyists	1995-1998
5-17	Mock Elections	1995-1998
5-18	Motor Voter	1994-1997
5-19	Motor Voter	1995-1996
5-20	Motor Voter	1995-1998
5-21	Motor Voter/National Voter Registration Act	1993-1998
5-22	NASS Campaign Finance	1996-1998
5-23	Newsclippings	1995-1998
5-24	Newsclippings	1997-1998
5-25	Newsclippings	1996
5-26	Petitions (Fred Tuttle)	1998
5-27	Political Parties	1996-1998
5-28	Presidential Primary	1995-1998
5-29	Presidential Primary-Newsclippings	1995-1996
5-30	Presidential Primary Book	1996
5-31	Purging the Checklist	1997
5-32	Recounts	1995-1997
5-33	Residency	1996-1998
5-34	Voter Checklist	1995-1998
5-35	Voter Registration	1995-1998
5-36	Voting	1995-1998
5-37	Voting-Newsclippings	1995-1998

5-38	Voting: Mock Elections	1996
5-39	Voting: Oregon Vote by Mail	1996
5-40	Voting Preference Study Committee	1998

BOX 6

6-1	Weekend Reports: A	1995-1998
6-2	Weekend Reports: B	1995-1998
6-3	Weekend Reports: C	1995-1998
6-4	Weekend Reports: D	1995-1998
6-5	Weekend Reports: E	1996-1997
6-6	Weekend Reports: F	1996-1998
6-7	Weekend Reports: G	1995-1998
6-8	Weekend Reports: H	1995-1998
6-9	Weekend Reports: I	1998
6-10	Weekend Reports: J	1996-1998
6-11	Weekend Reports: K	1996-1998
6-12	Weekend Reports: L	1995-1998
6-13	Weekend Reports: M	1996-1998
6-14	Weekend Reports: N	1996-1998
6-15	Weekend Reports: O	1996-1998
6-16	Weekend Reports: P	1995-1998
6-17	Weekend Reports: Q-R	1996-1998
6-18	Weekend Reports: S	1995-1998
6-19	Weekend Reports: T	1995-1998
6-20	Weekend Reports: U-V	1996-1998
6-21	Weekend Reports: W	1995-1998
6-22	Weekend Reports: X, Y, Z	1995-1998

**Office of Professional Regulation Files
1995-1998
1.5 cu. ft.**

The Office of Professional Regulation files consist primarily of correspondence of the various Boards and Friday Reports. Of particular interest are the Calderwood Funeral Home files consisting of newspaper articles and correspondence. As a result of this case, the Funeral Board adopted new rules (97-43) protecting the public from injury in regard to pre-paid funeral arrangements.

The deregulation of several professions is discussed as well as the possibility of combining several professions under a single board. The Report of the Study Committee on Combining Mental Health Regulatory Related Boards and Advisory Committees is included.

The Friday Reports contain the correspondence of the Directors and in-house memoranda relating to office policy. The Friday Reports of Chief Investigator Reginald Bragg document the attempts to rein in and resolve complaints over two years old, one of Secretary Milne's goals.

The files are arranged alphabetically by subject and in reverse chronological order within the files.

Box 6

6-23	Ad Hoc Letters	1997
6-24	Boards	1997-1998
6-25	Boards: Accountancy Board	1995
6-26	Boards: Allied Mental Health Practitioners	1995-1998
6-27	Boards: Auctioneers	1995-1998
6-28	Boards: Barbers	1996
6-29	Boards: Chiropractic	1994-1997
6-30	Boards: Cosmetology	1995-1997
6-31	Boards: Dental	1995-1998
6-32	Boards: Engineers	1996-1998
6-33	Boards: Funeral	1995-1997

6-34	Boards: Funeral - Calderwood Funeral Home	1995-1997
6-35	Boards: Funeral - News Clippings	1995-1998
6-36	Boards: Land Surveyors	1995-1998
6-37	Boards: Medical Practice	1994-1998
6-38	Boards: Medical Practice - Newsclippings	1995-1998
6-39	Boards: Mental Health Counselors	1993-1998
6-40	Boards: Naturopaths	1995-1997
6-41	Boards: Nursing	1995-1998
6-42	Boards: Opticians	1995-1998
6-43	Boards: Optometry	1995
6-44	Boards: Pharmacy	1993-1998
6-45	Boards: Private Investigator	1995-1998
6-46	Boards: Psychology	1995-1998
6-47	Boards: Rad Tech	1995-1996
6-48	Boards: Real Estate Commission	1995-1998
6-49	Boards: Veterinary	1995-1997
6-50	Correspondence/Miscellaneous	1988-1998
6-51	Deregulation (of Professions)	1995-1996

BOX 7

7-1	Friday Reports	December-October 1995
7-2	Friday Reports	September-August 1995
7-3	Friday Reports	July-May 1995
7-4	Friday Reports	April-January 1995
7-5	Friday Reports	December-October 1996
7-6	Friday Reports	September-July 1996
7-7	Friday Reports	June-April 1996

7-8	Friday Reports	March-January 1996
7-9	Friday Reports	December-September 1997
7-10	Friday Reports	August-July 1997
7-11	Friday Reports	June-April 1997
7-12	Friday Reports	March-January 1997
7-13	Friday Reports	1998
7-14	Interboard Advisory Committee	1994-1995
7-15	Management Study Reports	1988-1989
7-16	NAFTA (North American Free Trade Agreement)	1995
7-17	News Clippings	1995-1998
7-18	Press Releases	1995-1996
7-19	Remarks, House & Senate Gov't Operations	1/16/97

BOX 8

**Corporation Files
1995-1998
.3 cu. Ft.**

The Corporation files include material relating to corporate annual reports, business registration and legislation. Much of the correspondence is written by Staff Attorney Chris Winters and concerns the Uniform Partnership Act (Act #149, 1998), fees, registered tradenames and legislation affecting corporations. There is also material on laws relating to fees, U.C.C. filings, and non-profit corporations (Act #179, 1996; Act #10, 1997).

The Friday Reports of the Division, provided by Director Betty Poulin and Staff Attorney Chris Winters, consist primarily of correspondence, memos and e-mails concerning various corporations issues.

Arranged alphabetically by subject and in reverse chronological order within the files.

8-1	Annual Reports	1995-1998
8-2	Correspondence/Miscellaneous	1995-1998
8-3	"Doing Business in Vermont" Web Presentation	1997

8-4	E-Mail (Milne)	1996
8-5	E-Mail (Milne)	1997
8-6	Friday Reports	1995
8-7	Friday Reports	1996
8-8	Friday Reports	1997
8-9	Friday Reports	1998
8-10	Limited Liability Corporations	1996-1998
8-11	New Life Clinics	1997
8-12	New Partnership Act: Testimony, Chris Winters	1/20/98
8-13	News Clippings	1996-1998
8-14	Non-Profit Corporations	1995-1997
8-15	Non-Profit Corporation Laws	undated
8-16	Tradenames	1995-1998
8-17	UCC	1992-1998

State Archives Files

1988-1998

.5 cu. ft.

The State Archives Files consist of the Friday Reports of State Archivist, Gregory Sanford, and show the evolution of access to public records and associated fees. The Friday Reports are a thorough documentation of staff activities within the State Archives and contain correspondence, memos, e-mails and newsclippings relevant to records issues in state government.

The Committee to Study the Computerization of Vermont's Land Records was created as a result of Act 125 (1998), also known as the "Bianchi Bill". A draft report is included in the file as well as correspondence providing an overview of the intent of the Committee.

Arranged alphabetically by subject and in reverse chronological order within the file.

8-18	Computerization of Vermont's Land Records Committee	1997-1998
8-19	Electronic Records Grant	1995-1996

8-20	E-Mail (Milne)	1996
8-21	E-Mail (Milne)	1997
8-22	Friday Reports	1995
8-23	Friday Reports	1996
8-24	Friday Reports	1997
8-25	Friday Reports	1998
8-26	New Building Design: VTC	1988-1997
8-27	Public Records - Actual Cost Survey	1996-1998
8-28	Public Records - Fees	1995-1998
8-29	Public Records Law	1992-1995
8-30	Public Records Law	1996
8-31	Records Survey Form	1995

BOX 9

**Municipal Files
1995-1998
1.5 cu. ft.**

The Municipal Files demonstrate the important advisory and educational role of the Office to municipalities. The series consists primarily of correspondence between Elections Director, Ellen Tofferi; Secretary of State Jim Milne; and Deputy Secretary of State John Howland, Jr. and various local officials (town clerks, moderators, listers, selectmen, treasurers, zoning administrators, etc.), boards, and the general public on a plethora of municipal issues. Opinions on on-going issues such as conflict of interest and open meetings are provided. Other subjects within the series include proposed charter amendments, the Orange/Washington County line survey, school budgets, planning and zoning, and town meeting. Includes correspondence, memos, petitions and newsclippings.

Arranged alphabetically by subject and in reverse chronological order within the file, the series provides a good example of the many diverse and controversial issues to which the Secretary responds.

9-1	Boards of Abatement	1997-1998
9-2	Boards of Civil Authority	1995-1998

9-3	Cemeteries	1995-1998
9-4	Charters	1995-1998
9-5	Conflict of Interest	1995-1998
9-6	Constables	1995-1998
9-7	Fire Districts	1995-1998
9-8	Legal Forum for Municipal Clerks	1996
9-9	Listers	1995-1998
9-10	Local Government Laws	1998
9-11	Moderators	1995-1996
9-12	Municipal Activities-Milne	1997
9-13	Municipal Correspondence: Addison-Athens	1995-1998
9-14	Municipal Correspondence: Bakersfield-Brandon	1995-1998
9-15	Municipal Correspondence: Brattleboro- Burlington	1995-1998
9-16	Municipal Correspondence: Cabot-Craftsbury	1995-1998
9-17	Municipal Correspondence: Danby-Duxbury	1995-1998
9-18	Municipal Correspondence: East Haven-Essex	1995-1998
9-19	Municipal Correspondence: Fair Haven-Franklin	1995-1998
9-20	Municipal Correspondence: Georgia-Guilford	1995-1998
9-21	Municipal Correspondence: Halifax-Hyde Park	1995-1998
9-22	Municipal Correspondence: Ira-Kirby	1995-1998
9-23	Municipal Correspondence: Landgrove-Lyndon	1995-1998
9-24	Municipal Correspondence: Maidstone-Mt. Tabor	1995-1998
9-25	Municipal Correspondence: Newark-Norwich	1995-1998
9-26	Municipal Correspondence: Orange-Putney	1995-1998
9-27	Municipal Correspondence: Randolph-Rutland	1995-1998
9-28	Municipal Correspondence: St. Albans-Swanton	1995-1998

9-29	Municipal Correspondence: Thetford-Tunbridge	1995-1998
9-30	Municipal Correspondence: Underhill-Victory	1995-1998
9-31	Municipal Correspondence: Waitsfield-Weybridge	1995-1998
9-32	Municipal Correspondence: Wheelock-Worcester	1995-1998
9-33	Municipalities	1995-1998
9-34	Municipalities-Newsclippings	1995-1998

BOX 10

10-1	Open Meeting Law/Access to Public Records	1995-1998
10-2	Open Meeting Law/Executive Session	1995-1998
10-3	Open Meeting Law-Remarks	1/21/1997
10-4	Orange/Washington County Line Survey	1987-1998
10-5	Planning Commissions	1995-1998
10-6	Planning & Zoning	1995-1998
10-7	Recording Fees	1995-1997
10-8	Rural Connectivity Project	1996-1998
10-9	School Boards	1995-1998
10-10	School Budgets	1995-1998
10-11	School Districts	1995-1998
10-12	Selectboards	1995-1998
10-13	Selectboards-Newsclippings	1996-1998
10-14	Solid Waste Districts	1995-1996
10-15	Tax Reform	1997-1998
10-16	Taxes/Tax Collectors	1995-1998
10-17	Town Clerks	1995-1998
10-18	Town Funds	1995-1998
10-19	Town Manager	1995-1996

10-20	Town Meeting	1995-1998
10-21	Town-Miscellaneous	1995-1998
10-22	Town Ordinances	1995
10-23	Town Treasurers	1995-1998
10-24	Town/School Budgets	1995-1998
10-25	Vacancies	1995-1998
10-26	Villages	1997
10-27	Warning Notices/Petitions	1995-1998

General Correspondence

1995-1998

1 cu. ft.

The General Correspondence files of Deputy Secretary of State John Howland, Jr. and Secretary of State Jim Milne contain items of correspondence not easily placed by subject elsewhere in the collection.

Filed alphabetically by name of correspondent, the files document the many diverse subjects commonly handled by the Office of the Secretary of State.

10-28	General Correspondence (Howland): A	1995-1996
10-29	General Correspondence (Howland): B	1995-1998
10-30	General Correspondence (Howland): C	1995-1998
10-31	General Correspondence (Howland): D-E	1995-1998
10-32	General Correspondence (Howland): F	1995-1998
10-33	General Correspondence (Howland): G	1995-1998
10-34	General Correspondence (Howland): H	1995-1998
10-35	General Correspondence (Howland): I-J	1995-1998
10-36	General Correspondence (Howland): K	1995-1998
10-37	General Correspondence (Howland): L	1995-1998
10-38	General Correspondence (Howland): M	1995-1998
10-39	General Correspondence (Howland): N-O	1995-1998

10-40	General Correspondence (Howland) : P	1995-1998
10-41	General Correspondence (Howland) : Q-R	1995-1998
10-42	General Correspondence (Howland) : S	1995-1998
10-43	General Correspondence (Howland) : T	1995-1998
10-44	General Correspondence (Howland) : U-W	1995-1998
10-45	General Correspondence (Howland) : X, Y, Z	1995-1998
10-46	General Correspondence (Milne) : A	1995-1998
10-47	General Correspondence (Milne) : B	1995-1998
10-48	General Correspondence (Milne) : C	1995-1998
10-49	General Correspondence (Milne) : D	1995-1998
10-50	General Correspondence (Milne) : E	1995-1998
10-51	General Correspondence (Milne) : F	1995-1998
10-52	General Correspondence (Milne) : G	1995-1998
10-53	General Correspondence (Milne) : H	1995-1998
10-54	General Correspondence (Milne) : I-J	1995-1998

BOX 11

11-1	General Correspondence (Milne) : K	1995-1998
11-2	General Correspondence (Milne) : L	1995-1998
11-3	General Correspondence (Milne) : M	1995-1998
11-4	General Correspondence (Milne) : N	1995-1998
11-5	General Correspondence (Milne) : O	1995-1998
11-6	General Correspondence (Milne) : P	1995-1998
11-7	General Correspondence (Milne) : Q-R	1995-1998
11-8	General Correspondence (Milne) : S	1995-1998
11-9	General Correspondence (Milne) : T	1995-1998
11-10	General Correspondence (Milne) : U-V	1995-1998

11-11	General Correspondence (Milne): W	1995-1998
11-12	General Correspondence (Milne): X, Y, Z	1995-1998
11-13	General Correspondence (Milne): E-Mail	1996-1997
11-14	General Correspondence (Milne): E-Mail	1996-1997

General Assembly Files

1995-1998

3 files

The General Assembly Files contain correspondence between Secretary of State Milne, Deputy Secretary Howland, staff attorneys and legislators on various bills affecting the Office of the Secretary of State. Reviews of several important bills are found here including H.768 (Lobbyist Fee Bill); several bills relating to professional regulation including H.359 (Athletic Trainers), H.770 (Miscellaneous Provisions of the Laws Governing Professional Regulation); Elections legislation: S.100 (Delivery of Ballots by Justices of the Peace Prior to Election Day); Archives legislation: H.453 (Relating to Archival Management of Gubernatorial Correspondence); and several bills relating to Municipal Charters.

Arranged alphabetically by subject and in reverse chronological order within the file, the series documents legislative activities of the Secretary of State's Office.

11-15	Bill Reviews	1996-1998
11-16	Legislative Council	1995-1998
11-17	Legislators	1995-1998

State Government Correspondence

1995-1998

.25 cu. ft.

This small series contains correspondence between the Secretary of State's Office and various other state agencies. Issues such as Y2K, Audits, Budgets, Redstone and Reduction in Force are discussed.

Arranged alphabetically by subject and in reverse chronological order within the file, the series provides good documentation of inter-agency cooperation.

11-18	Administration	1995-1998
11-19	Attorney General	1995-1998

11-20	Auditor of Accounts	1996-1997
11-21	Buildings & General Services	1995-1998
11-22	Finance	1995-1997
11-23	Governor's Office	1995-1998
11-24	Health & Human Services	1996
11-25	Miscellaneous	1993-1998
11-26	Personnel	1995-1998
11-27	VSEA	1997-1998

Subject Files
1995-1998
.5 cu. ft.

Arranged alphabetically, these files relate to issues often handled by the Secretary of State's Office but are not necessarily mandated by statute. The bulk of the collection relates to the National Association of Secretaries of State (NASS) and Secretary Milne's involvement in the Association. Also included in the NASS files is material relating to the nomination of Jodi Williams (a Vermont resident) to receive the Nobel Peace Prize for her efforts in banning land mines.

The series includes correspondence, memos, newspaper articles, agenda and publications.

11-28	Coat of Arms	1996-1997
11-29	Computers/Electronic Filing	1995-1998
11-30	Constitution	1994
11-31	Enhanced 9-1-1	1995-1996
11-32	Flag Requests (Samples)	1993-1996
11-33	Fraud (consumer)	1996
11-34	Governor's Mansion	1998
11-35	Internet-Historical Military Records	1996-1998
11-36	Justices of the Peace	1996-1998
11-37	Marriage	1996-1997

11-38	National Association of Secretaries of State (NASS): Correspondence	1996-1998
11-39	National Association of Secretaries of State (NASS): Summer Conference-Mobile, AL	1997
11-40	National Association of Secretaries of State (NASS): Summer Conference - Salt Lake City UT	1998
11-41	National Association of Secretaries of State (NASS): Winter Meeting- Washington ,DC	1996
11-42	National Association of Secretaries of State (NASS): Winter Meeting- Washington, DC	1997
11-43	Natioanal Association of Secretaries Of State (NASS): Jodi Williams Nomination for Nobel Peace Prize	1997-1998
11-44	Open Meeting Law/Access to Public Records	1995-1998
11-45	Property Tax	1996-1998
11-46	Property Tax-"A Handbook on Property Tax Appeals"	1997
11-47	Secretaries of State: Correspondence	1996-1998
11-48	Sign Law	1995-1998
11-49	South Asia Project: Nepal-Bangladesh Exchange	1997
11-50	Technology Day	1/9/98
11-51	Tobacco Lawsuit	1998
11-52	Vermont Historical Society	1995-1998
11-53	Vermont League of Cities & Towns	1997

BOX 12

Administrative Records

1995-1998

1 cu. ft.

The Administrative Records document the budget and policies of the Secretary of State's Office. Included are the Friday and Weekend Reports of Jane Woodruff (Business Manager) which provide insight into the administrative functions of the Office. Budgets, contracts, personnel issues and office policies are discussed.

Efforts of the Office to conform to federal laws relating to accessibility and to building safety issues in general are documented.

12-1	ADA Implementation Project	1995-1996
12-2	Audit	1995-1996
12-3	Budget	FY95
12-4	Budget	FY96
12-5	Budget	FY97
12-6	Budget	FY97
12-7	Budget	FY98
12-8	Budget	FY99
12-9	Contracts	1995-1998
12-10	Friday Reports	1995
12-11	Friday Reports	1996
12-12	Internet	1996-1997
12-13	Legal Staff	1995
12-14	Office Procedures: Recycling Program	1995-1996
12-15	Operations	1995-1996
12-16	Operations	1997
12-17	Personnel	1995-1998
12-18	Policy: E-Mail Policy	1997

12-19	Redstone: Building Accessibility	1996-1998
12-20	Redstone: Maintenance	1995-1997
12-21	Redstone: Work Orders	1995-1998
12-22	Web Page	1996-1998
12-23	Weekend Reports (Jane Woodruff)	1997
12-24	Weekend Reports (Jane Woodruff)	1998