



www.shaftsburyvt.gov

Town of Shaftsbury

Municipal Offices

Town Policy

PO Box 409
Shaftsbury, VT
05262-0409
(802) 442-4038

Volunteer Work-Product Assignment & Public Records Acknowledgment Form

Purpose

This form explains that anything volunteers or committee members create for Town business becomes Town property and is handled as a public record under Vermont law. By signing below, the volunteer assigns to the Town all necessary rights to use, store, reproduce, and publish such work product for any and all municipal purposes.

1. Definitions

“Municipal Work Product” includes, but is not limited to:

- Research, data, surveys, directories, and lists
- Reports, memos, spreadsheets, presentations, and summaries
- Emails, notes, drafts, or documents related to committee or Town duties
- Photographs, graphics, or materials created for Town use
- Any information produced or acquired in the course of agency business (1 V.S.A. § 317(b) — Vermont Public Records Act)

2. Assignment of Work-Product Rights

I acknowledge and agree that:

1. Any work product I create, collect, compile, or prepare for the Town of Shaftsbury is Town property.
2. I hereby assign to the Town of Shaftsbury all rights, title, and interest I may have in the municipal work product.
3. This assignment grants the Town the right to use, store, edit, reproduce, distribute, publish, archive, and retain such materials.
4. I waive any claim of exclusive copyright or intellectual-property ownership over materials created for municipal purposes.

3. Public Record Status

I understand that all municipal work product becomes a public record under the Vermont Public Records Act (1 V.S.A. §§ 315–320). Public records must be disclosed upon request unless exempt by law. I may not restrict, withhold, or prevent access to any municipal work product.

4. Volunteer Rights

This agreement does not prevent me from keeping personal copies, listing my contributions in a résumé or portfolio, or receiving acknowledgment, provided it does not interfere with Town obligations or the Vermont State Code of Ethics.

5. Certification & Signature

By signing below, I certify that I have read, understand, and agree to the conditions in this Work-Product Assignment & Public Records Acknowledgment Form. This assignment applies to all municipal work product I create during my service to the Town of Shaftsbury. **If you do not agree, you may not serve on a board or committee.**

Volunteer Name (printed): _____

Volunteer Signature: _____

Date: _____

Committee / Board: _____

Town Representative (optional): _____

Title: _____

Signature: _____

Date: _____