

**From:** Persampieri, Nick  
**Sent:** Wednesday, July 12, 2023 4:32 PM  
**To:** [info@govoversight.org](mailto:info@govoversight.org); [joe@govoversight.org](mailto:joe@govoversight.org)  
**Subject:** Response to Vermont Public Records Act Requests

Please see the attached letter and attachment. Thank you.

Nick

Nicholas F. Persampieri  
Assistant Attorney General  
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109 State Street  
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STATE OF VERMONT  
OFFICE OF THE ATTORNEY GENERAL  
109 STATE STREET  
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05609-1001

July 12, 2023

Joe Thomas  
Government Accountability & Oversight  
[info@govoversight.org](mailto:info@govoversight.org)  
[joe@govoversight.org](mailto:joe@govoversight.org)

Re: Vermont Public Record Act Requests

Dear Mr. Thomas:

I write to respond to your Vermont Public Records Act requests dated July 7, 2023 and July 12, 2023.

Your July 7, 2023 request, stated as follows:

We see that "In support of transparent and open government, the Attorney General's Office posts all public record requests and responses on its webpage." However, the link here <https://ago.vermont.gov/sites/ago/files/2023-05/2023-05-19%20Persampieri%20response%20to%20Smith%20w%20docs%2005942.pdf> is to emailed productions of links to two (2) protected Sharepoint folders each apparently titled "Records Produced (Unredacted) HAI Request No. 2". These Links are password-protected (see eg <https://vermontgov.sharepoint.com/:f/t/AGO-Environmental/EndMIQDwgxNOrZ452NHUZOWBHPW96EmZ8rx47sNS-AHI9w?e=5%3AxAEWcL>), and therefore not available to the public despite such release being the Office's policy and practice. (the links request the email address to which the folder was sent as the initial threshold, but then request a password, and therefore are not in fact publicly available)

Can you please either provide us with publicly available links to access the records released in response to this request, or inform us why they are not and will not be posted for public access?

Your July 12 request, requested the following:

Records released on May 19, 2023 to Annabelle Smith  
[ASmith@historyassociates.com](mailto:ASmith@historyassociates.com) (as shown as having been released at  
<https://ago.vermont.gov/sites/ago/files/2023-05/2023-05-19%20Persampieri%20response%20to%20Smith%20w%20docs%2009542.pdf>

We seek the records released to Ms. Smith/History Associates on that date apparently (but whether or not) via links to two (2) protected Sharepoint folders.

Please be advised that on May 19, 2023 we provided Annabelle Smith of History Associates access to two folders on the referenced Sharepoint site- one is titled “Records Produced (Unredacted) HAI Request No. 2,” and the second is titled “Records Produced (Redacted) HAI Request No. 2.” These two folders contain all of the documents made available to Ms. Smith on May 19, 2023. In response to your two requests we will provide you with access to these two folders on the Sharepoint site, which contain all of the records that are responsive to your two requests. A guide to accessing the Site is attached. Our paralegal, Natasha Sala, will be reaching out to you by email with an invitation to access the Sharepoint site and can assist you in doing so.

Thank you.

Sincerely,

/s/ Nicholas F. Persampieri  
Assistant Attorney General



# Accessing a State of Vermont SharePoint Site

A Guide for External Users

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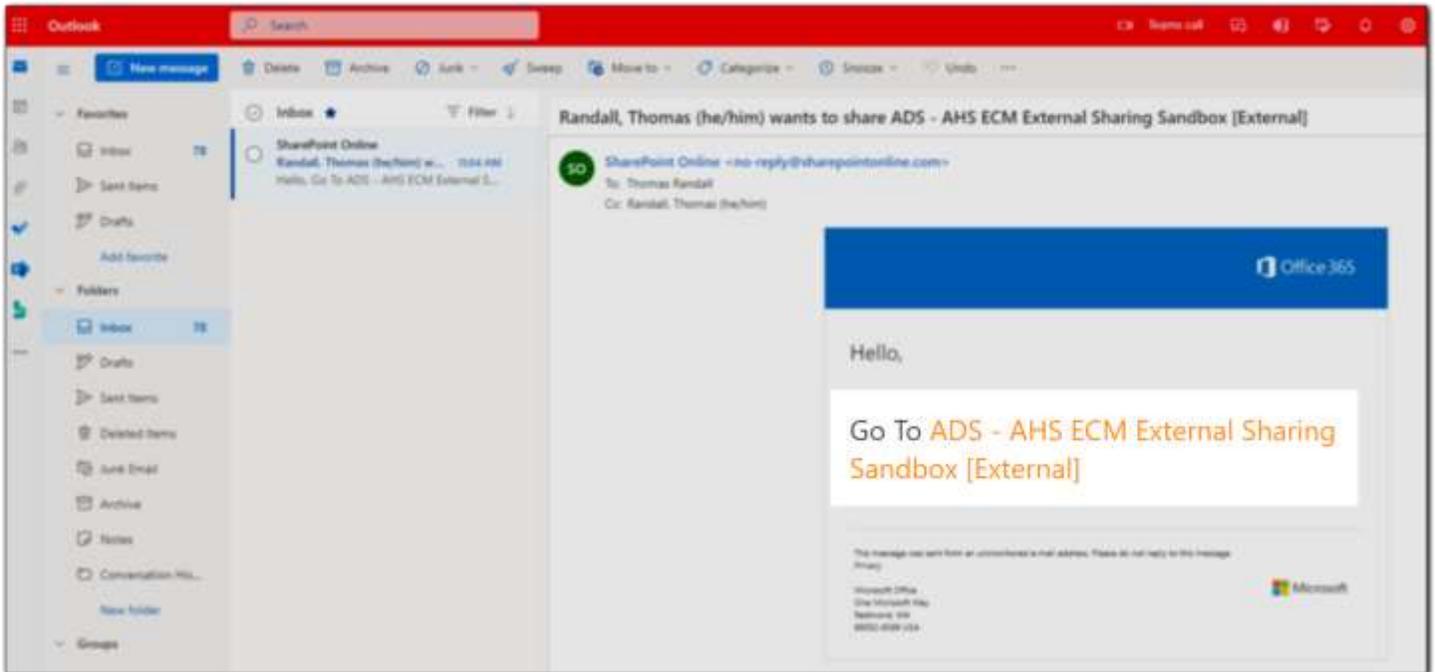
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## SECTION 1: OVERVIEW

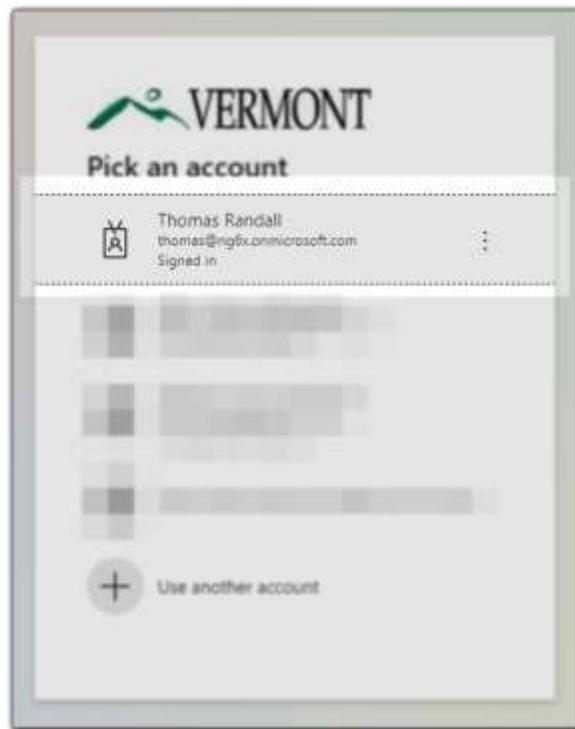
The document outlines the process for accessing a State of Vermont as a guest user. This guide is provided as a courtesy and may not depict the process for you with one hundred percent accuracy. If you require further assistance, please reach out to the person who granted you access to the site.

## SECTION 2: ACCESS WITH AN OFFICE 365 ORGANIZATIONAL ACCOUNT

You will get an email from your contact at the State of Vermont. Click on the link in the email:



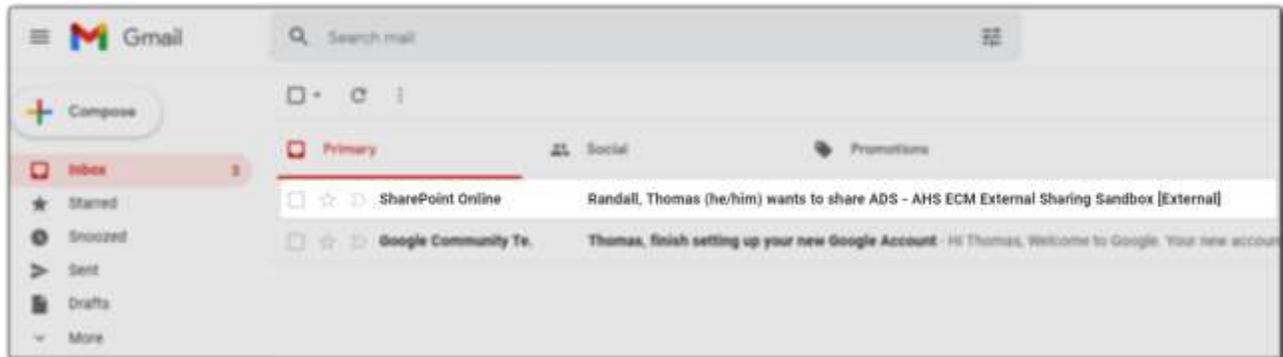
On the login screen, select your organizational account.



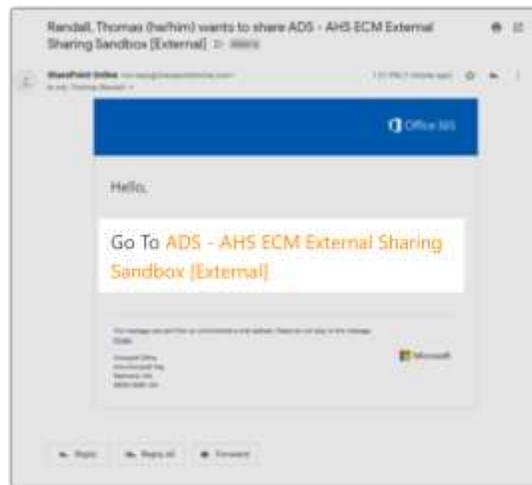
If this is your first time logging in, please see [Section 4 of this guide](#). Otherwise, you will be prompted to complete the MFA method you previously setup.

## SECTION 3: ACCESS WITH ANOTHER TYPE OF EMAIL ACCOUNT

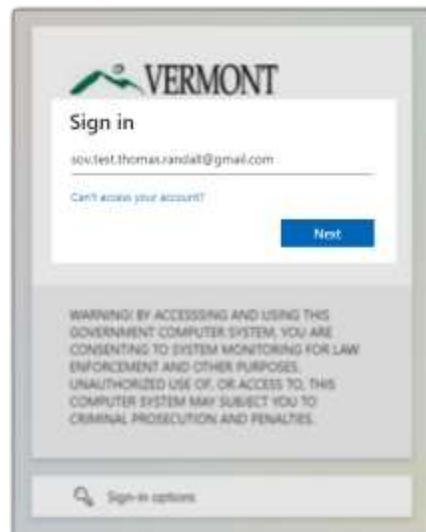
When you are first invited to a State of Vermont SharePoint site, you will get a notification in your inbox from **SharePoint Online**. (Note: this notification will sometimes end up in your spam folder.)



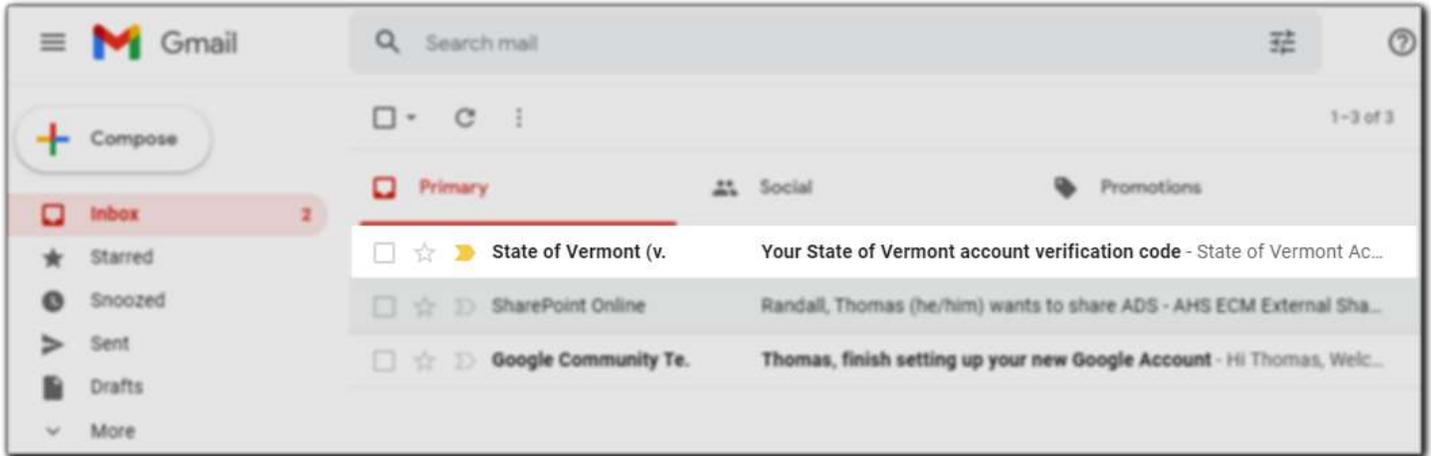
Open the link in the email.



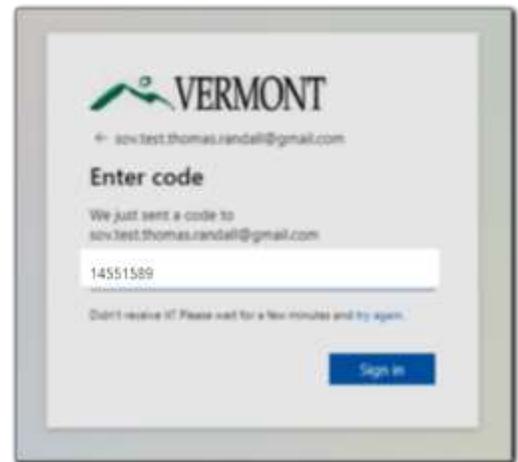
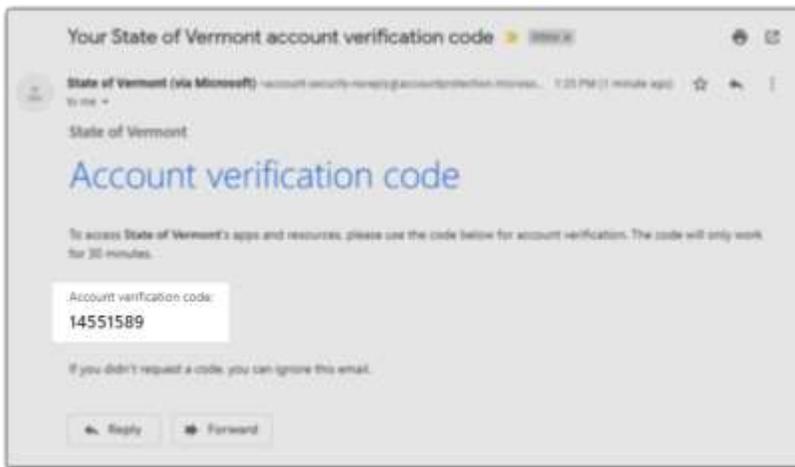
Enter your email address on the sign-in screen.



A second email with a login code will be sent to your email.



Copy and past the code into your browser window.

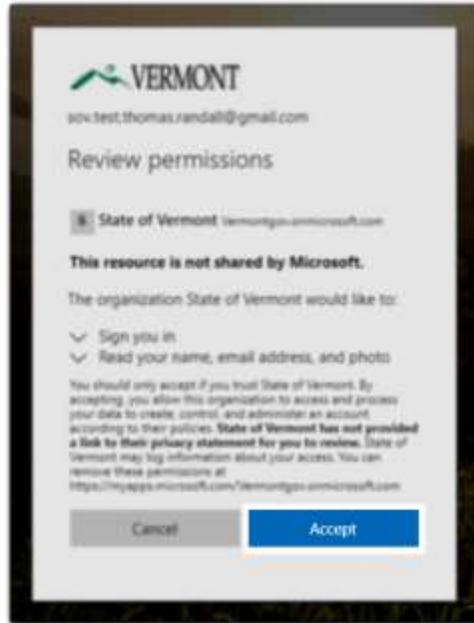


If this is your first time logging in, please see [Section 4 of this guide](#). Otherwise, you will be prompted to complete the MFA method you previously setup.

## SECTION 4: FIRST TIME LOGIN FOR ALL EMAIL TYPES

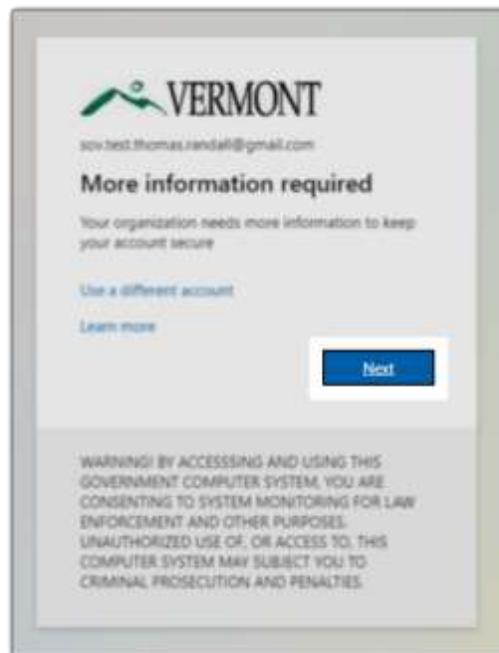
### SECTION 4.1: REVIEW PERMISSIONS

The first time you log in as an external user, you will be prompted to review what permissions you are granting to the State of Vermont. You must **Accept** this in order to access any SharePoint site shared with you.



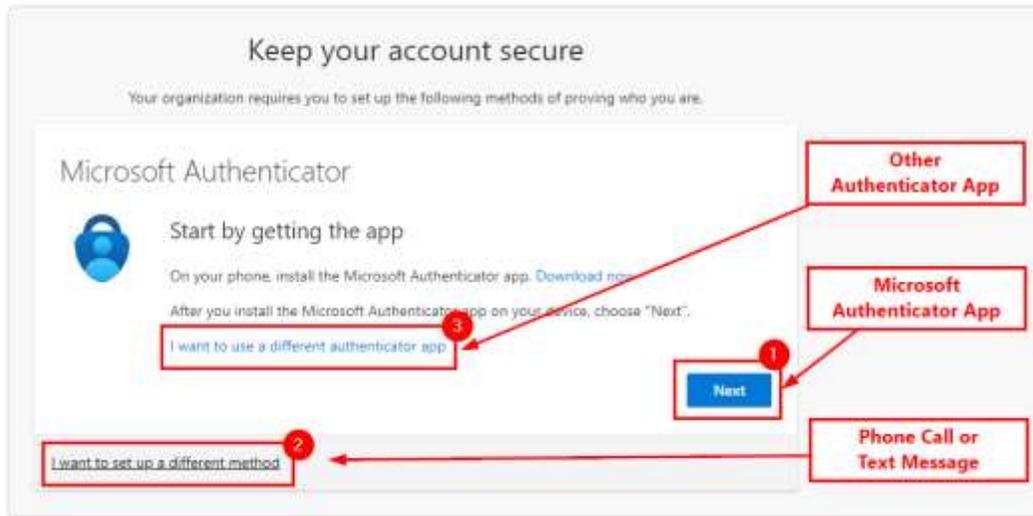
### SECTION 4.2: SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

All users are required to set up Multi-Factor Authentication (MFA) in order to access a SharePoint site maintained by the State of Vermont. This ensures the information is properly secured. When prompted, click **Next** to begin the setup.



You have three (3) options for your MFA method:

1. A push notification from the Microsoft Authenticator App.
2. A phone call or text message to a landline or cell phone.
3. Another authenticator app, such as Google Authenticator.



#### SECTION 4.2.1: MICROSOFT AUTHENTICATOR APP

The following steps will walk you through how to configure the Microsoft Authenticator App.

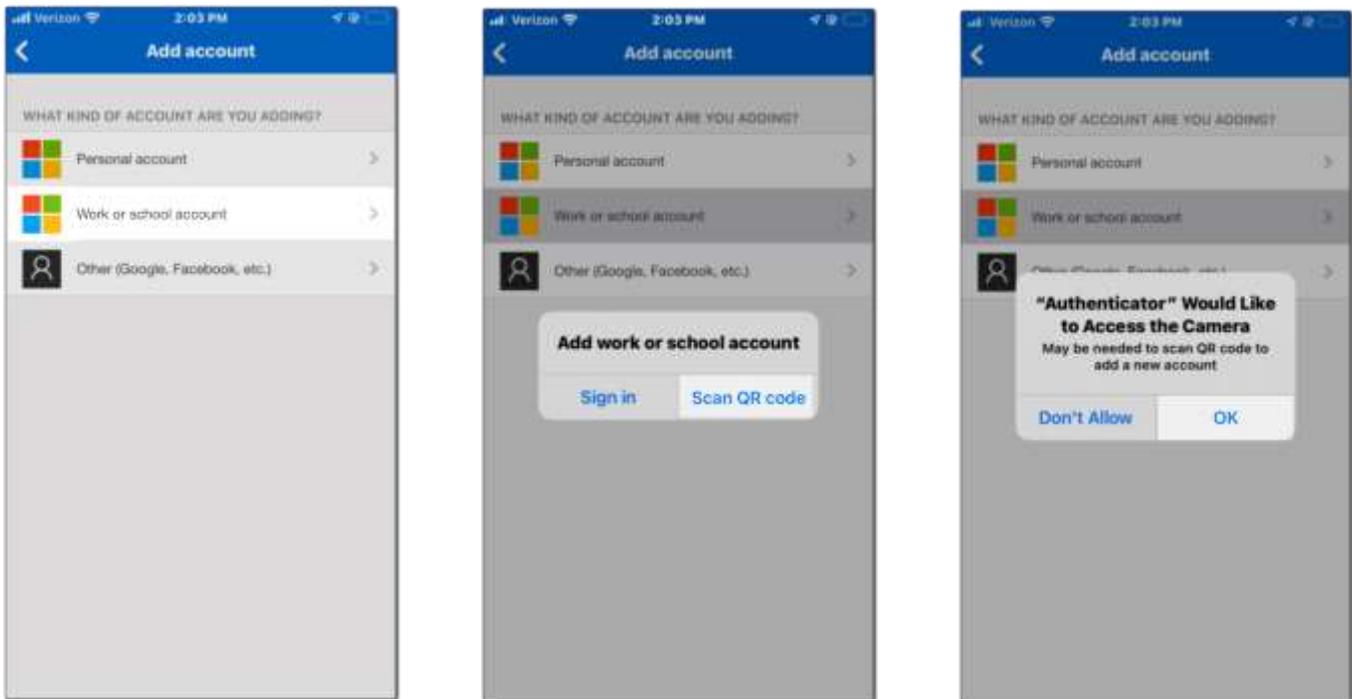
On your phone, you will need to install the Microsoft Authenticator App.

- Apple App Store
- Google Play Store
- [Microsoft Store](#)

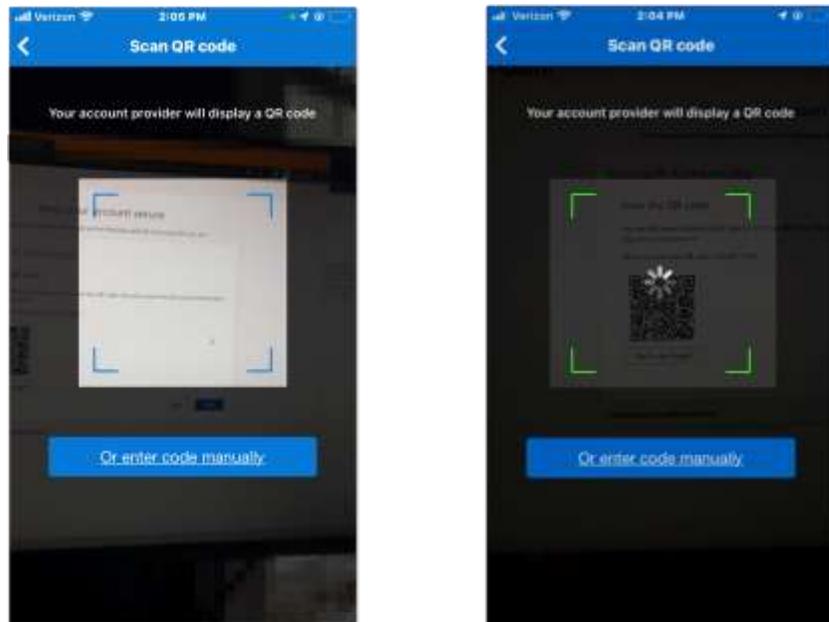
Once installed, click on the + sign in the upper righthand corner.



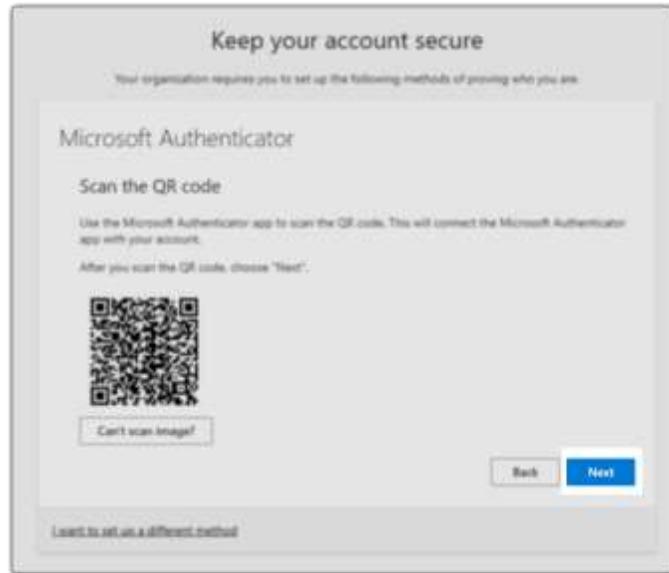
Next, you will select: **Work or school account**. On the prompt that follows, select **Scan QR Code**. You may need to allow access to your camera.



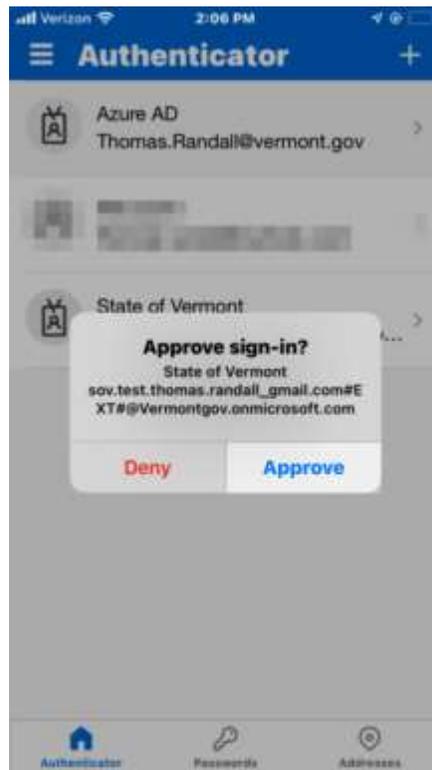
Back on your computer screen, click **Next**. A QR code will display on the screen. Point your phone at the screen until the code is positioned in the box. It will scan automatically.



On your computer, click the **Next** box.



A prompt will appear on your mobile phone. Click **Approve**.



This completes setup of the Microsoft Authenticator App. You will now be directed to the SharePoint site.