



Conjunction Junction, What's Your Function?

Using recordkeeping metadata for records management and archival description

Tanya Marshall

Vermont State Archives & Records Administration

tanya.marshall@sec.state.vt.us

What We Wanted

- Study of “government” through an understanding of its parts
- See the big picture from different angles
- Objective documentation strategy of government functions, legislation and agencies over time
- Balanced approach for identifying core government functions and appraising related records and information

What We Had



Background/Context

- Prior to 2003, the “archives” was limited to records required by law to be transmitted to the Office of the Secretary of State (legislative acts and committee minutes; governor’s correspondence; oaths and appointments; deeds). **1500 c.f. (appraised)**
- 2003-2008: Authority to “identify” and “take custody” of archival records, but no authority to change or update record retention policies. **+3000 c.f. (unappraised)**
- 2008: Vermont State Archives and Records Administration (VSARA) is created and records management responsibilities, including the operation of the State Records Center, are transferred to VSARA. **+57,575 c.f. + 57,268 reels(unappraised)**

What We Developed

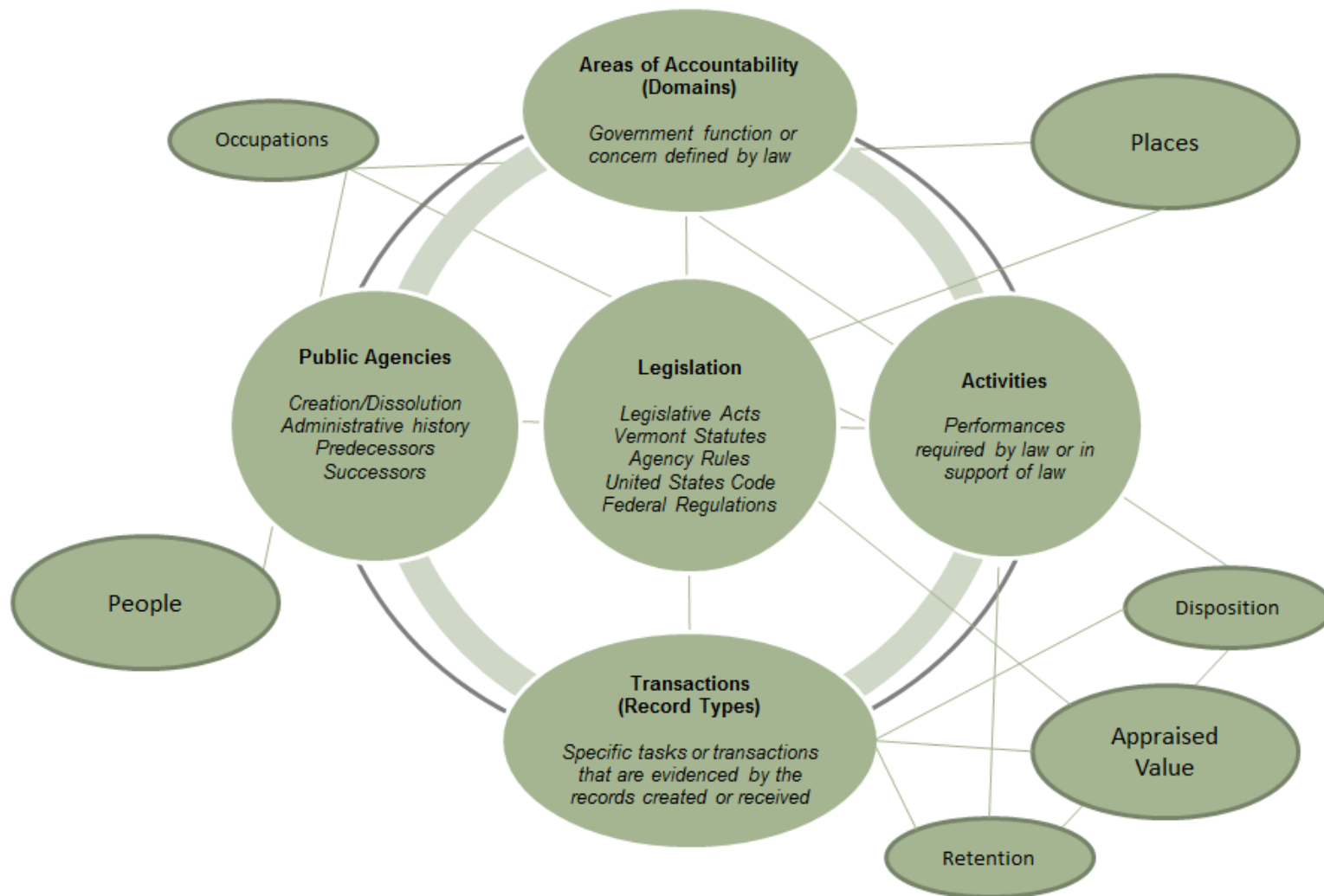
The Vermont Functional Classification System (VCLAS) is used to break down the complexities of government into its basic parts:

- Legislation;
- Public agencies;
- Areas of accountability (Domains);
- Activities; and
- Transactions (Record Types).



Within VCLAS, descriptive information about each part and its relationship and dependencies to other parts is collected, analyzed and reported using standardized terminology.

VCLAS



How it Works for Archives

“Typical” Description

- Title
- Creator
- Extent
- Scope and Content
- Series
- Etc.

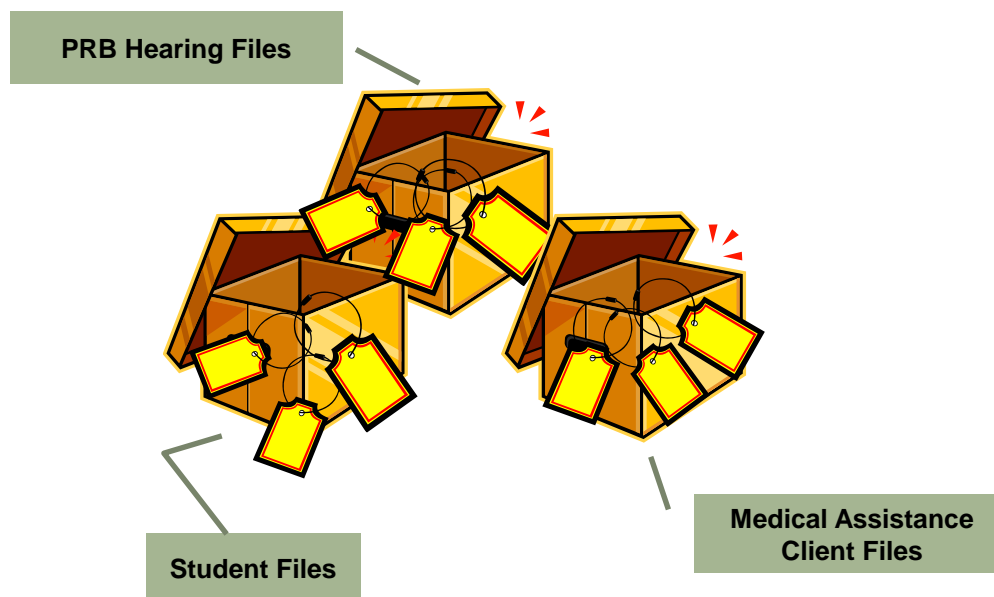
Tagged with VCLAS terms

- Legislation
- Public Agencies
- Areas of Accountability
- Activities
- Transactions

An adaption of the Getty’s Art & Architecture Thesaurus (AAT) was initially used until VCLAS was formalized. As “Managed Recordkeeping Metadata,” VCLAS helps VSARA meet several archival standards (DACS, EAD, MARC, etc.) as well as records management standards (ISO 15489, ISO 23081, etc.) within a single framework.

Hooking up *words* and *phrases* and *clauses*

Public Agency	LEGISLATION	DOMAIN	ACTIVITY	RECORD TYPE
Criminal Justice Training Council	20 V.S.A. § 2355	Law enforcement officers	Licensing	Applications
Economic Services Division	13 170 CVR 410	Medical assistance	Coordinating	Agreements
Professional Responsibility Board	A.O. 9	Attorneys	Disciplining	Dockets



Legislation mandates **public agencies** to perform certain functions (**domain + activity**).

Functions are comprised of transactions , which result in different **types of records**.

How It Works for RIM

VCLAS transitioned in 2008 to include records management.

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Professional Responsibility Board	A.O. 9	Attorneys at law	Disciplining	Dockets



Appraised Value	Retention	Disposition
Temporary (Administrative)	Completed/Closed + 6 years	Destroy (Shred)
Temporary (Legal)	Expired + 6 years	Destroy (Shred)
Permanent (Archival)	Completed/Closed + 0 years	Archives

Where We are Now





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<http://vermont-archives.org/records/vclas>