



Welcome to the Vermont State Archives and Records Administration (VSARA)

**Upcoming...**

- Open Houses

Thursdays	Fridays
Afternoons 1:30 – 3:30 pm	
August 21	September 5
September 18	October 3
October 16	November 7

See [p. 2](#) for more information

**Announcements**

- Reference Room Closures

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**General Record Schedules**

- Operational/Managerial (updated)

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**Best Practices Corner**

- Auditing for Records Management Compliance

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**Fast Fact**

- Access to Open Government Data

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**Contact us!**

**VSARA**

1078 US Rte 2, Middlesex  
Montpelier, VT 05633-7701

Phone: (802) 828-3700  
Fax: (802) 828-3710

E-mail: [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us)

Visit our website:

[vermont-archives.org](http://vermont-archives.org)

**Understanding Records Management**

**What's the Difference Between the State Archives and the State Records Center?**

The Vermont State Archives and Records Administration (VSARA) provides many services for state employees and members of the public—and it did not exist until 2008. Prior to that time, the preservation of archival records and the management of inactive agency records were two entirely separate activities. Some state employees might remember sending their department's records to the Public Records Division for storage, part of the Department for Buildings and General Services (BGS). In 2008 Public Records merged with the Vermont State Archives under the Office of the Secretary of State. [\(continued on p. 2\)](#)



**Records on the Road**

**The Criminal Arts at the Vermont History Expo**

The Vermont Historical Society's biennial Vermont History Expo was held in Tunbridge on June 21 and 22, 2014. This year's theme was *Artists & Artisans: Vermont's Creative Heritage*—and visitors had many opportunities for fun! [\(continued on p. 3\)](#)



**From the Archives**

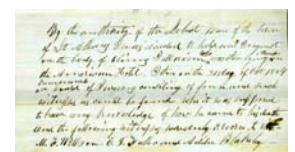
**Farewell to Senior Archivist Scott Reilly**

Last month the Vermont State Archives and Records Administration (VSARA) said goodbye to Senior Archivist Scott Reilly, who is continuing his archival career as an archivist at the United States Naval War College in Newport, Rhode Island. [\(continued on p. 4\)](#)



**The St. Albans Raid Rediscovered Through Vermont Court Records**

On October 19, 1864, a group of Confederate soldiers in civilian dress executed a carefully organized plan. They robbed three banks and tried to burn down the town of St. Albans before escaping to Canada on stolen horses. One bystander was shot and killed. [\(continued on p. 5\)](#)





**Upcoming...**

• **Open Houses**

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Open houses are held at VSARA twice a month.

At these events we provide informal, basic training in records management and using the State Records Center. We give you the opportunity to tour our facilities and meet our staff.

We encourage new records officers and liaisons, or anyone who has never been to VSARA, to attend!

We now offer open houses on the first Friday and third Thursday of every month, at 1:30pm.

If you can't make it to one of our scheduled open houses, and have two or more people in your office who'd like to visit VSARA, let us know and we'll be happy to schedule a visit at another time.

To register for an open house or get more information,

email us at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us) or call Sally Blanchard at 828-5385.

**Understanding Records Management**

*(continued from front page)*

This created the Vermont State Archives and Records Administration, a division of the Office of the Secretary of State, and eliminated the Public Records Division.



*Inactive records stored in the State Records Center*

[Courtesy VSARA staff]

Thus, VSARA houses two entities: the State Archives and the State Records Center. So, what *is* the difference between the Archives and the Records Center? The answer is legal custody. The Records Center provides the services that the Public Records Division used to provide, storing the inactive records that an agency is legally required to retain for a certain amount of time. The records stored in the Records Center are still in the legal custody of the agency or department that created the records, which is why only that agency's designated records officers and liaisons can access the records. Responsibility for those records is in the hands of the agency. VSARA provides

storage of inactive records in the Records Center, but we, the VSARA staff, are only the gatekeepers, not the recordkeepers. We keep records safe and secure, but we are responsible for neither the content nor the management of those records, because they are still in the legal custody of the agency or department.

The State Archives, on the other hand, consist of those government records that are deemed to have enduring historic value. VSARA obtains legal custody of any records when they are officially transferred into the Archives. Because we have legal as well as physical custody of the records, we are responsible for managing and maintaining them, and for providing access to the records to researchers. It's estimated that only 3-5% of the records created and received in state government are appraised as having archival value and are eligible for transfer into VSARA's custody.

The State Archives and the State Records Center are two separate entities within the same building, and while the difference is legal custody, they are really two sides of the same coin. *(continued on p. 3)*



**Announcements**

• **Reference Room Closures**

The Vermont State Archives Reference Room will be CLOSED on **Wednesday, August 6<sup>th</sup>** and **Monday, August 11<sup>th</sup> through Monday, August 18<sup>th</sup>**. VSARA staff will be undertaking professional development activities during these times. The Reference Room will reopen during normal operating hours on Tuesday, August 19<sup>th</sup>, from 9:00 AM to 4:00 PM.

If you have any questions or concerns, you may contact the Reference Room at [archives@sec.state.vt.us](mailto:archives@sec.state.vt.us).

**Records on the Road**

*(continued from front page)*

A new addition to the popular children's historic games was a "petting zoo" of instruments for kids to play, and activities included everything from animal visits to authors' talks and the ever-popular maple creemee. In the spotlight were the 150 exhibitors of historical organizations from all over Vermont, representing local historical societies, museums, projects and associations.



Vermont State Archives exhibit at the Vermont History Expo

[Courtesy VSARA staff]

The Vermont State Archives' contribution was *The Criminal Arts: Counterfeiting and Forgery*, prepared by archivist Mariessa Dobrick. The exhibit narrative and images drew from the state's archival holdings. Among the treasures highlighted were a pardon request from United States Secretary of State Daniel Webster regarding engraver Christian Meadows from the [Manuscript Vermont State Papers](#), a counterfeit ten-dollar banknote from the court record case file of Augustus Bartlett, the State Treasurer's investigations into the 1921 forgery of Francis Fox, and prison records of the criminals.

The Expo was well attended and visitors met with archivists Dobrick, Rachel Muse, Scott Reilly, and Susan Swasta, as well as with records analyst Margaret Moreland and intern Torin Riddle, all of whom were available to answer questions about the exhibit and archival research. Although the Expo only lasts two days, the Vermont State Archives Reference Room is open for researchers looking for their own piece of Vermont history. For more information about doing research at the Archives, including days and hours of operation, please see [our website](#).

**Understanding Records Management**

*(continued from page 2)*

Both the Archives and the Records Center serve VSARA's mission of preserving public records to ensure government accountability for the benefit of the public that we, as government employees, collectively serve.

For more information about VSARA's mission and vision, please visit [our website](#). If you are interested in a tour of our facilities, please look at page 2 for dates of upcoming Open Houses.



## General Record Schedules

- Operational/Managerial Records (*revised*)  
[GRS-1000.1103]

The VSARA Records Analysis and Policy Development Unit would like to announce updates to the General Record Schedule (GRS) for Operational and Managerial Records.

The schedule now contains the record type of "Logs". This can be used by agencies who need to track the performance or use of things such as equipment, space, or information systems in order to maintain internal control.

General Record Schedules set minimum retention requirements for records related to certain activities or functions of state government. Retention periods and directives are determined based upon a review of state and federal legal requirements.

Agencies using GRS should review any legal requirements or administrative needs that are unique to them, since this may mean that records need longer retention than the time set in the schedule.

VSARA records analysts are always available and willing to assist in determining if and how GRS can be used by your agency. Visit [our website](#) to learn more about this and other available GRS.

## From the Archives

### Farewell to Senior Archivist Scott Reilly

*(continued from front page)*

Scott joined VSARA in July 2008, shortly after completing graduate school at the University of Texas at Austin (where he focused on archives and records management) and only days after the State Archives Division within the Office of the Secretary of State and the Division of Public Records within the Department of Buildings and General Services were merged under a new administration – VSARA. As a records analyst, Scott quickly learned how to put theory to practice and worked with several agencies and departments to create some of the State's first record schedules. He also significantly contributed to the creation of the Records Officer and Records Liaison Program, which was officially launched in 2009.

In 2010, Scott transitioned into an archivist position and was eventually promoted to the level of senior archivist. As the supervisor of VSARA's State Archives Unit, Scott wrote a successful



*Archivist Scott Reilly looks over a book of court records*

[Courtesy VSARA staff]

grant application to the National Historical Publications and Records Commission (NHPRC) to preserve and provide access to court records from several counties; expanded VSARA's reference and outreach services; gave presentations at the conferences of various stakeholder and researcher groups; and continued his collaborations with state agencies and departments, accessioning several new series of permanent archival records into the State Archives. Scott was also the State Coordinator for the Vermont Historical Records Advisory Board (VHRAB), which is currently sponsoring emergency preparedness training to archival repositories throughout the state.

We wish Scott all the best in his new position and thank him for his time and service to the State of Vermont! 📖

### Best Practices Corner

#### • Auditing for Records Management Compliance

Following up on our [last feature](#) on ARMA International's Generally Accepted Recordkeeping Principles, we ask you to take a further step and think about how your agency or department might evaluate your existing records and information management (RIM) practices to see how they align with these principles, and to identify the strengths and weaknesses of your program. State Archivist Tanya Marshall recently served on a workgroup in connection with ARMA International and records professionals from all over North America to develop a technical report on this topic.

An audit should gauge the comprehensiveness and timeliness of RIM policies and procedures, as well as your institution's compliance with those policies and procedures. The audit should also look at the efficiency and capability of RIM systems, evaluate any records-related risks to your institution, and include any suggestions for improvements to the program. And of course, the first step in taking on a project of this nature is to make sure you will have the support of agency management at all stages.

For more information and to purchase a copy of the report, please visit the [American National Standards Institute \(ANSI\)](#).

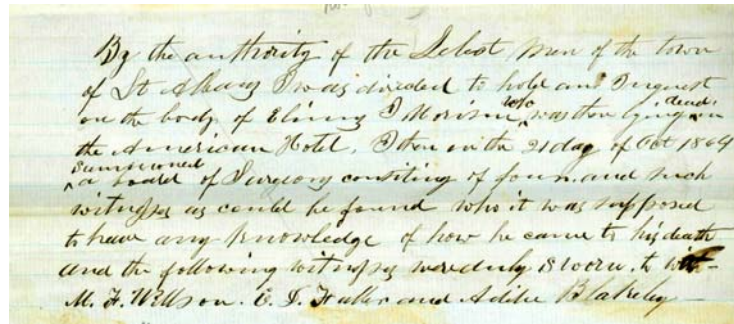
### From the Archives

#### The St. Albans Raid Rediscovered Through Vermont Court Records

[\(continued from front page\)](#)

Canadian courts refused to extradite the raiders to the United States for prosecution, and eventually released them. Most of the stolen money, around \$200,000, was never recovered. Border residents were thrown into a panic, but the Confederates failed to launch further incursions. The St. Albans raid proved to be the northernmost land action of the Civil War.

The story of Vermont's attempts to bring the raiders to justice had been lost to history until a recent discovery at the Vermont State Archives and Records Administration (VSARA). In late 2013, archivist Susan Swasta came across a nondescript envelope in a box of unorganized Franklin County Court records. The envelope contained a set of court documents related to the St. Albans Raid. Fifteen men were indicted for bank robbery (an unlucky man who had come into the bank to pay a note), theft of horses from Fuller's livery stable, arson for the burning of the Sheldon covered bridge, assault and attempted murder of Huntington Collins (who recovered), murder of Elinus Morrison, and assault with attempt to rob Edward Nettleton of his hat.



Portion of inquest for the murder of Elinus Morrison

[Courtesy VSARA staff]

Only one case came to trial. A Union spy in Detroit overheard Hezekiah Payne bragging about his participation in the raid, and Payne had St. Albans bank bills in his possession. He and his brother George were brought to Vermont, Hezekiah to be tried for Morrison's murder, and George to testify. Witnesses swore that the defendant had been in Montreal at the time of the raid, and the jury acquitted him.

Even if Payne had been one of the raiders, he probably was not responsible for shooting Morrison. However, he quite possibly tried to take Ed Nettleton's hat – valued at \$5 in the indictment. Witnesses identified him as the gun-wielding horseman who demanded the hat, which Nettleton refused to give up. But Payne never faced justice for the dastardly act. The case was continued for several court terms, until September 1867; the docket entry for that term reads "nolle prosequi"—or, "do not prosecute". [\(continued on p. 6\)](#)



**Fast Fact**

• **Access to Open Government Data**

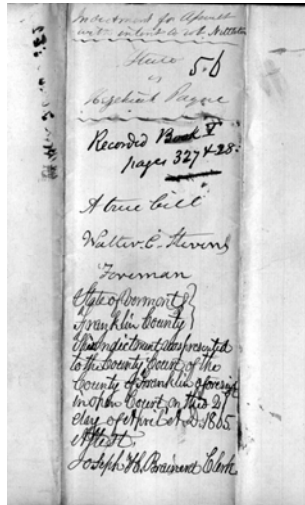
In August 2010, Oregon was the first state in the nation to provide public access to government data using an innovative SaaS cloud service. This online system enables interested constituents to seamlessly socialize, interact with, and create new ways of viewing government datasets.

*States and Open Data: From Museum to Marketplace.* NASCIO, May 2014

**From the Archives**

*(continued from page 5)*

The St. Albans raid case files also include vouchers for transporting the Paynes from Detroit, invoices from various court officials, jury venires (or pools), the Paynes' boarding house bill (which includes plugs of tobacco), inquest documents with three eyewitness accounts of the Morrison shooting and the autopsy results, and the record book entry of Payne's murder acquittal.



Hezekiah Payne's indictment cover  
[Courtesy VSARA staff]

This was a timely discovery because 2014 marks the sesquicentennial of the event, which will be re-enacted this fall in St. Albans. VSARA notified the commemoration committee of the find, and provided digitized copies of records that formed the basis for two extensive stories in the Saint Albans Messenger. The articles are also featured on the website commemorating the St. Albans Raid:

<http://www.stalbansraid.com/2014/03/12/archival-records-resurrect-voices-of-that-fatal-day/>

<http://www.stalbansraid.com/2014/03/17/raider-on-trial/>

The story of the St. Albans trial came to light thanks to VSARA's court records project, an ongoing initiative, partly funded by the NHPRC, to preserve and provide access to Vermont court records. The project has enabled processing of records from the Orleans, Caledonia, Lamoille, and Franklin County courts. Project publicity has prompted other courts to act: over the past year Windham, Windsor, and Rutland county courts have sent their historical records to the archives. Essex County records will arrive soon.

From dramatic events to the daily lives of ordinary men and women, court records reveal the multiple layers of Vermont history. While documenting a tragic Civil War episode, they also inform us that Mr. Nettleton held onto his hat. We encourage researchers to visit VSARA and take advantage of this ever-expanding historical resource.

**Contact us!**

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