



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

Upcoming...

- Open Houses
* Note new dates & times!

Thursdays	Fridays
Afternoons 1:30 – 3:30 pm	
October 18	November 2
November 15	December 7
December 20	January 4

Email us at rim@sec.state.vt.us

or

Call Rachel Muse at 828-2397

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

NRB Saves Historic Records

▫ The Natural Resources Board (NRB) transferred 251 boxes of archival Environmental Board and Water Resources Board records into the State Archives.

See [p. 3](#)

Fast Fact

▫ Data loss

See [p. 4](#)

Contact us!

VSARA

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vermont-archives.org

Archives Month

Celebrate Archives Month – and Gregory Sanford!

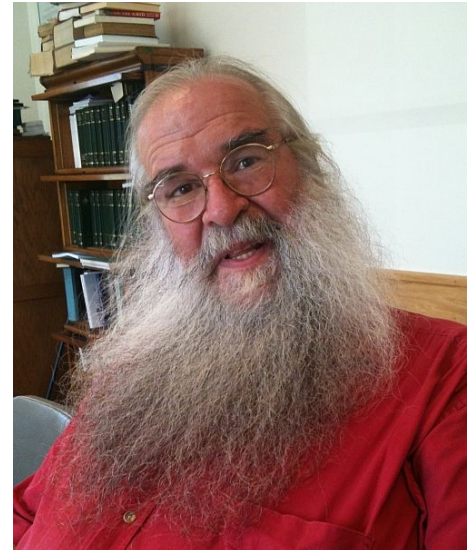
October is American Archives Month, an opportunity to raise awareness of the value of archives.

This year, we are celebrating Archives Month by recognizing the accomplishments of a man who spent his career advocating for the importance of preserving Vermont's history through its government's records.

We will honor Gregory Sanford with a party at the State House on **October 24th at 2:30pm**. Secretary of State Jim Condos and the staff of the Vermont State Archives and Records Administration invite you to join us for this very special event.

For more information, call 828-2148 or email

nancy.lynch@sec.state.vt.us



Gregory Sanford, State Archivist Emeritus

Meet Our Administrative Services Unit

In this issue, we feature our Administrative Services Unit

The Administrative Services Unit within VSARA fills a number of essential roles, providing services to the general public, the state legislature, and state agencies. ([continued on p. 2](#))



State Records Center Audit Update

VSARA has recently completed its first [comprehensive audit](#) of the State Records Center (SRC) since 2008, when the responsibilities for its operation were transferred from the Department of Buildings and General Services to the Office of the Secretary of State.

The SRC is at 97% capacity, with room for only about 3,000 boxes. Why is there so little space? ([continued on p. 3](#))

Records and Information Management

That's funny, I never thought I looked like a filing cabinet...

One important part of records and information management is taking steps to avoid becoming someone else's "filing cabinet." ([continued on p. 4](#))



Upcoming...

- Open Houses

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2012-13	
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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 or call Rachel Muse at 828-2397.

Meet Our Administrative Services Unit

(continued from front page)

Staff in this unit provide the public with certified and informational copies of vital records; authenticate documents for foreign use (apostilles); maintain a database of Notaries public and provide training and guidance to those individuals; process Administrative Procedures Act (APA) rules for agencies; process legislative acts and resolves; and fill requests for copies of records from state agencies.



The Administrative Services Unit: Kathy Watters, Louise Corliss, Sherrel Adams, Nancie Austin-Bradley

This unit keeps busy! For the first eight months of this year, they have certified 3,746 vital records, verified 5,244 vital records, authenticated 1,927 documents, copied 7,912 pages for agency requests, and processed 107 APA filings and 385 Acts and Resolves.

As a records officer or liaison, you've very likely interacted with Administrative Services staff without knowing it – they've greeted you when you've come through the door or assisted you in gaining access to records you need. As a member of the public, perhaps you've used their services to get a copy of your birth certificate or locate a notary public.

The Administrative Services Unit is supervised by Nancie Austin-Bradley and staffed by Kathy Watters, Louise Corliss, and Sherrel Adams.

Kathy has worked for the Vermont State Archives for 24 years in several different roles. She currently occupies the reception desk and is the first person you'll meet when you visit VSARA. Kathy also acts as notary supervisor for the state, providing assistance to Vermont's 15,000 Notaries public.

Louise has been with the Office of the Secretary of State for almost 13 years. Her duties as APA Clerk and Legislative Clerk include processing APA rules and Acts and Resolves from the General Assembly. She enjoys houseplants, painting, yarn craft, reading, hunting, and fishing.

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NRB Saves Historic Records

In August, the Natural Resources Board (NRB) transferred 251 boxes of archival Environmental Board and Water Resources Board records into the State Archives.

The records include decisions and case files that document the development and implementation of environmental regulations in the state from 1971 to 2005, with meeting minutes next up.

Denise Wheeler, records officer for NRB, and staff Karen Dupont and Donna Seckington were instrumental in the transfer of these important records. They carefully organized them and created detailed inventories that will allow researchers to quickly and easily locate the records that they need.

Thanks to the tremendous efforts of Denise and her team, the records are now available to the public through VSARA's Reference Room.

Denise and other Natural Resources Board staff have also adopted a number of VSARA's General Record Schedules and developed a records management policy for the Board, ensuring that records will be well-managed into the future, and that the State Archives will continue to receive these records of great historic importance to the State of Vermont.

Meet Our Administrative Services Unit

(continued from p. 2)

Sherrel says she is an "Archive" and came with the building! She worked for the Division of Public Records before it merged with the Vermont State Archives, forming VSARA. She handles vital records, agency requests, genealogical requests and serves as a back up for the State Archives' reference room and the reception desk. When Sherrel is not at work, you can find her at home with her teenager, "Allie," a tortoiseshell cat that she rescued recently from the Humane Society.

Nancie, a mother of four, earned her B.A. (Psychology) from Trinity College and her Master's (Organization & Management) from Antioch, while working full-time. When she is not at VSARA, she enjoys spending time with her three grandchildren, and loves to read when time allows! 📖

State Records Center Audit Update

(continued from front page)

By law, all records in the SRC must have a valid disposition order or record schedule, but many of the stored records have neither. In addition, a significant number of records were transferred to be microfilmed, not stored, so retention requirements for these records were never established. Over 57,500 boxes of paper records — almost 60% of the total SRC capacity — are stuck in limbo and going nowhere until action is taken by their creating agencies or successors.

Records appraisal may reveal that some of these "unscheduled" records are permanent and can be transferred from the SRC into the legal custody of VSARA and preserved in the Vermont State Archives. Other records may still need to be stored in the SRC, but once they are appraised and covered by a record schedule, we will know for how long. Some may be long overdue for destruction.

In upcoming weeks, records officers in the Executive, Legislative, and Judicial branches will receive audit reports that outline the status of their records in the State Records Center. The audit report will also include an explanation of action steps VSARA has taken in recent years to help bring the State Records Center into compliance, and action steps we'd like records officers to take to bring their records programs into compliance.

For those agencies and departments who have worked with VSARA over the last four years to update their records management programs, we thank you! Your efforts have already helped us reduce the number of "unscheduled" records in the State Records Center — and open up additional space. We at VSARA look forward to working with agencies and departments to update records disposition and open up more space for records storage in the State Records Center. Please contact rim@sec.state.vt.us or call 828-2397 if you have questions. 📞



Fast Fact

- Data loss

"67% of data loss is directly related to user blunders, making them 30 times more menacing than viruses and the leading cause of data loss."

Tandberry Data, 1998

<http://www.jhbrecordsmgt.com/document-management/facts-about-document-management/>

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Records and Information Management

(continued from front page)

Typically, the originator of a record is responsible for keeping that record as long as it is required. If the record has lost all value and utility for the originator, but is still useful in a different part of government or to an individual outside of government, the responsibility for maintaining it then transitions away from the originator.

Agencies may have become accustomed to having some other part of government retain certain records on a permanent or long-term basis, even when that part of government has no legal or business need to retain those records. As a result, the agency may have displaced their responsibility in keeping their own equivalent records on the assumption that someone else is keeping those records.



Not the sort of filing cabinet you want...

VSARA's Targeted Assistance Program presents opportunities to take stock of when government's desire to be helpful in maintaining records and information may have unwittingly crossed into enabling others' failure to take responsibility for their records.

Identification and streamlining of who holds what records and information, as well as when and why, makes important information more readily available when and where it is needed. It can also improve fair and efficient allocation of the significant resources (such as physical space or staff time) associated with keeping (as well as finding) records.

VSARA works with particular units of government to set new standards and procedures for records management issues on a forward-looking basis, so as to not cause undue strain or dislocation. Past records remain in status quo until systems-level solutions are identified, often involving coordination with others who may have a stake in past recordkeeping practices. Past "disconnects" are dealt with in a responsible, deliberate, and inclusive manner after updated retention standards and responsibilities are established and adopted.

Let us know how VSARA can help your agency improve efficient and fair allocation of records responsibilities. Contact the Records Analysis Unit at rim@sec.state.vt.us or call 802-828-2397. 