



**Orientation Sessions**

Are you a newly appointed records officers or liaison, a veteran officer or liaison looking to spruce up your skills, or a town clerk wanting to better understand which records need to be kept in the vault? Come attend one of our orientation sessions! At these monthly events we provide informal, basic training in records management and State Records Center procedures and give you the opportunity to tour our facilities and meet our staff.

**State Records Officers & Liaisons  
First Thursdays of every month**

1:30 – 3:00 pm

November 5\* | December 3\*  
January 7\*

**Municipal Clerks and Officials  
Third Tuesdays of every month**

10:00 – 11:30 am

October 20\* | November 17\*  
December 22\* | January 18\*

*\*Capacity is limited to 3 people per session while construction occurs at VSARA this Fall/Winter*

If you can't make it to one of our scheduled open houses, let us know and we'll be happy to schedule training at another time.

To register for an orientation session, email us at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us) or call Megan Wheaton-Book at 802-828-3897

**Contact VSARA!**

1078 US Route 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)

**Electronic Records Day – 10/10/15**

**How are YOU managing digital records?**



This year marks the fourth year celebrating [Electronic Records Day](#) sponsored by the Council of State Archivists ([CoSA](#)). It is a great

opportunity to reflect upon how we use and care for our digital records. Electronic records offer Vermont state and local officials unprecedented ease of creation, search, and retrieval of information. Yet digital records are in many ways more susceptible to damage than paper records, and their long term preservation requires attention and planning.

This year, for Electronic Records Day, review your organization's records/management policy and ensure that it is both up-to-date and includes specific guidance for electronic records. Be especially mindful of new initiatives or programs that have incorporated digital services. If your office has no plans for preserving electronic records, or is lacking a records management policy, contact us at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us) and we will help you through the process of developing one.

Helpful tips for dealing with your electronic records:

[10 Reasons why electronic records need special attention](#)

[Top tips for Government Agencies working with Electronic Records](#)

[CoSA's Program for Electronic Records Training, Tools, and Standards Portal](#)

**Summer 2015 Confirmations a Success**

**Records Officers and Liaison Designations and Appointments Confirmed**

Each summer, VSARA goes through the process of confirming and updating all of the state's Records Officers and Liaisons.

We do this for several reasons: staff turnover and changing personnel, concern over the security of records in the State Records Center, and as a tool for reaching out to all state, agencies, departments, divisions, and courts to gently remind them that they need to manage their records. This summer we successfully confirmed 51 Records Officers and 520 Records Liaisons. The confirmation process resulted in the removal of approximately 100 individuals' access to state records, while granting about 50 employees new access to their department's offsite records.

If you know of a position change or staff turnover, you do not need to wait until the annual confirmation process to notify VSARA. We can update our database at any point in the year: just send us a new [Records Officer Designation](#) or [Records Liaison](#) form. Finally, this process could not have been accomplished without the assistance of all the Records Custodians, Records Officers, and Records Liaisons; thank you for helping us ensure the continued security of Vermont's records by participating in the confirmation process.



#### RIM Fact

#### Origins of the National Archives and Records Administration

A little more than 80 years ago, in June of 1934, President Franklin D. Roosevelt signed into law [the National Archives Act](#). This law established the first [National Archives](#) charged with managing the Federal Government's records. The [Federal Records Act of 1950](#) expanded the National Archives responsibilities to include semi-active records. This led to the development of NARA's modern Records Management Program.

For the latest news on NARA's Records Management Activities check out the blog of NARA's Chief Records Officer, [Records Express](#).

#### Best Practices

#### Right to Know Database

Ever had a patron or member of the public request a record and wondered if it was exempt?

To help municipalities and agencies comply with the mandate to provide access to public records for inspection, use, and copying VSARA has developed the [Right to Know Database](#), a searchable index of Vermont's public records laws. This database is a great place to start if you are unsure about providing a requested record.

<https://www.sec.state.vt.us/archives-records/records-management/legal-requirements/right-to-know.aspx>

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#### October is Archives Month!

#### Celebrate Vermont's History with these Great Events



American Archives Month is celebrated in October of each year, as a way for archives to highlight the work that we do in preserving, cataloging, and making accessible the records that we care for. Please consider attending the following events:

- *Counterfeiting and Forgery in Vermont Lecture*  
Saturday, October 10<sup>th</sup>, 2-4 PM, [Vermont Historical Society Center, Barre](#)

Come listen to Mariessa Dobrick tell the stories of artistic Vermont criminals and their counterfeiting and forgery crimes! For additional information, visit: <http://vermonthistory.org/visit/events-calendar#october-10-second-saturday-counterfeiting-and-forgery-in-vermont-with-mariessa-dobrick>

- *VSARA Open House Featuring the History of the Camels Hump Bomber Crash*  
Wednesday, October 14<sup>th</sup>, 5-7 PM, [Vermont State Archives, Middlesex](#)

Lindner tells the history and story behind the Camels Hump crash. An open house and tours of the Vermont State Archives and Records Administration will precede the program, beginning at 5 pm. Lindner's presentation is scheduled for 6 pm.

- *Caring for Family Treasures Lecture*  
Thursday, October 15<sup>th</sup>, 1-2:30 PM, [Montpelier Senior Activity Center](#)

M.J. Davis, an art conservator specializing in paper conservation, will present a lecture on the challenges and solutions of long-term preservation for family treasures and archival materials. For additional information, visit: <http://vermonthistory.org/visit/events-calendar#october-15-caring-for-family-treasures>

- *VSARA Open House featuring the Eddy Family of Spirit Mediums*  
Wednesday, October 28, 5-7 PM, [Vermont State Archives, Middlesex](#)

Jason Smiley will take us through the illustrious history of the Eddy family — Vermont's own family of spirit mediums! An open house and tours of VSARA will precede the program, beginning at 5 pm. Smiley's presentation will be at 6 pm.

#### Odd Jobs: Archivist

#### WCAX Interviews State Archivist on Odd Jobs

Jennifer Costa, [WCAX Channel 3](#) reporter, recently interviewed staff at VSARA for her [Odd Jobs](#) series, a weekly news piece focused on unique jobs within the state. State Archivist Tanya Marshall, Archivists Rachel Muse and Mariessa Dobrick, and Digital



Archivist Nicholas Connizzo discussed their unique perspective into the State both past and present, and some of the challenges they face in preserving the state's records. The [VSARA episode](#) was broadcast on Tuesday, September 29th at 6:30 and is now available on the WCAX website.