

# Records & Information Management (RIM) Update

[www.sec.state.vt.us/archives-records](http://www.sec.state.vt.us/archives-records)

Vermont State Archives & Records Administration (VSARA) | Office of the Secretary of State | Fall 2016

## LOCAL RECORDS PROGRAM

### *Assistance for Local Government Records*

Over the years, VSARA has worked with various statewide local government organizations (i.e., VMCTA, VLCT, VALA) to help municipalities develop policies and procedures for managing local records. We are pleased to announce Megan Wheaton-Book as our new local records program coordinator. If you belong to an local government organization interested in partnering with VSARA on this initiative, please contact Megan by phone at (802) 828-3897 or by email at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us).

## AUTHORIZING ACCESS TO RECORDS IN THE SRC

### *Procedural Reminder*

The State Records Center (SRC) only releases stored agency/ dept. records to their respective record officers and liaisons. Records officers and liaisons may also authorize other individuals, including members of the public and state employees, to access to their agency/department's records stored at the SRC. Please see [Authorizing Access to Records in the State Records Center \(Procedure VSARA0007\)](#) for more information.

Those authorized to access records must present a valid ID or state employee ID badge before records will be released.

## STATE RECORDS OFFICERS & LIAISONS

### *New Verification Schedule Starting January 2017*

State records officers fulfill a critical role within state government and their work is essential in establishing and sustaining and effective State records management program. In addition, state records officers serve as the primary contact between their respective offices and VSARA.

Annually, the status of designated state records officers is



## VSARA OPEN HOUSES

Are you a new state records officer or records liaison who needs an orientation to your new responsibilities?

Or perhaps you are a municipal official or department head hoping to better understand how to manage your records.

Either way, VSARA open houses are a great way to meet our records analysis unit and learn how we can help.

### **STATE RECORDS OFFICERS & RECORDS LIAISONS**

*1st Thursday every month*

1:30-3:00 pm

Dec. 1 | Jan. 5 | Feb. 2

### **MUNICIPAL OFFICIALS & DEPARTMENT HEADS**

*3rd Tuesday every month*

1:30-3:00 pm

Nov. 15 | Dec. 2 | Jan. 17

Registration is required.

## STATE RECORDS OFFICERS & LIAISONS (cont.)

### *New Verification Schedule Starting January 2017*

verified. This year, VSARA is transitioning its verification schedule from a fiscal to calendar year to better accommodate the records officer designation process following a statewide election. As a result, we have extended all current designations through the remainder of 2016.

In January 2017, all elected and appointed state officials, as well as leadership in the legislative and judicial branches, will be contacted to designate their records officers for the calendar year. [Designating Agency/Department Records Officers \(Procedure VSARA0004\)](#) is also being revised to reflect this schedule change.

## VSARA WELCOMES NEW STAFF

VSARA has added two new faces to our Records Analysis team.

Amy Whitehorne joined VSARA as a Records Analyst in August, returning home to Vermont after nearly five years in Oregon. No stranger to public service, Amy is a member of the Vermont Bar and previously worked for VSAC and the now Agency of Education. She brings valuable experience to VSARA, including expertise in program and policy development, implementation, evaluation, and improvement strategies.

Zachery Whitaker comes to VSARA most recently from the Sequoyah National Research Center at the University of Arkansas at Little Rock, where he worked as a project archivist for one year. Before that, he worked as a contractor on a digitization project at The World Bank in Washington, D.C. Zachery earned an M.S. in Library Science with a concentration in archives and records management from the University of North Carolina at Chapel Hill in 2014.

Amy and Zachery join Megan Wheaton-Book and Nicholas Connizzo in providing assistance to public agencies (state and local) in managing their records. Don't hesitate to contact us [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us)!



(l-r) Zack Whitaker, Amy Whitehorne, Megan Wheaton-Book, & Nick Connizzo

## New Record Schedules

### *Infrastructure*

Adding to the growing list of general record schedules (GRS) approved by the State Archivist for all public agencies (state and local), VSARA is pleased to announce updated record-keeping requirements for records related to infrastructure.

Infrastructure, as defined in state law, includes: public and private buildings; state and municipal highways and roads; bridges; sidewalks and other traffic enhancements; culverts; private roads; public and private utility construction, State and municipal public works, cemeteries, and public parks and fields.

The [Infrastructure General Record Schedules \(GRS\)](#) addresses records related to:

- Planning;
- Development; and
- Constructing.

*VSARA thanks the Agency of Transportation and the Department of Environmental Conservation for their assistance in developing these record schedules.*

To view a complete listing of all available GRS visit the [General Record Schedules](#) on VSARA's website.