



## Records and Information Management Update

March 2010

### Box Pick-up Service to be Discontinued

Effective July 2010, how boxes are delivered to and from the State Records Center in Middlesex will change. First, the box pickup service currently offered by VSARA to district offices will be discontinued. Unfortunately continuing this service is no longer feasible due to staff and time restraints.



Agencies can use their existing courier services to transfer boxes in addition to trucking services under contract with the State of Vermont. Agencies on the State postal route also can continue using BGS' Postal Services for deliveries of boxes to and from the State Records Center; however, VSARA will no longer cover the costs of this service on behalf of agencies. Instead, \$2.00 per box will be charged directly to the agency by BGS. Questions about the changes to delivery services may be directed to Carolyn Antone at [carolyn.antone@sec.state.vt.us](mailto:carolyn.antone@sec.state.vt.us) or 828-1002. As always, questions about all other records center procedures should be directed to Chris Flora at [chris.flora@sec.state.vt.us](mailto:chris.flora@sec.state.vt.us) or 828-3280.

All current procedures for transferring boxes will remain in effect through June 30, 2010. In addition, for agencies on the March District Run (Bellows Falls, Brattleboro, Hartford, and Springfield), the deadline for submitting a Records Pickup Request (VSARA-04) has been extended to Wednesday, March 17<sup>th</sup>.

### New Procedure for Retention Holds

Occasionally on-going litigation, investigations or audits may require that particular records be retained beyond the period established by a disposition order or records schedule. Every agency should have an internal policy for identifying and preserving records in these types of situations.

To prevent the destruction of records stored in the State Records Center, VSARA has issued a new procedure for "[Requesting or Releasing a Retention Hold on Records Stored in the State Records Center](#)" (VSARA0009). Instead of extending retention periods as was done in the past agencies can request that a temporary "hold" be placed on the records due for destruction. This will prevent the records from being destroyed until they are no longer needed. Once that is decided, the agency can then release the hold and allow for the disposition of the records.

To request a hold, agencies will need to complete a [Form VSARA-020](#) and have it approved by VSARA. The procedure and the form are also available through the [online handbook](#).

#### RIM Fact

Electronic records are more than twice as likely to be described as "Unmanaged" than paper records.

-2009 AIIM Study

### Electronic Disposition Notification Reports

Beginning in March, monthly Disposition Notification Reports will be electronically sent to Records Officers. Records Officers will no longer receive paper copies. Records destruction will automatically be carried out 30 days after notification in accordance with existing disposition orders and records schedules. Agencies that need to preserve records that are scheduled for destruction will be required to request a retention hold in accordance with the new procedure (see above).

#### 2010 Open House Dates

##### Tuesday Morning Sessions (9:30 - 11:00 am)

April 6  
May 4  
June 1  
July 6  
August 3  
September 7  
October 5  
November 2  
December 7

##### Thursday Afternoon Sessions (1:30 - 3:00 pm)

March 25  
April 22  
May 27  
June 24  
July 22  
August 26  
September 23  
October 28  
December 23

Contact Lydia Mackey to sign up for one of these informal training sessions. She can be reached at [lydia.mackey@sec.state.vt.us](mailto:lydia.mackey@sec.state.vt.us) or at 828-1018.

### Targeted Assistance Program (TAP) Partners

Agencies across state government are partnering with VSARA on [TAP projects](#) to revise their records management policies. The following agencies are commended for their commitment to building better records management programs:

Dept. of Mental Health	Vermont Telecommunications Authority
Dept. of Environmental Conservation	Dept. of Human Resources
DAIL	Vermont Center for Crime Victim Services
Dept. of Finance and Management	Vermont Judiciary
Dept. for Children and Families	Defender General
Dept. of Information and Innovation	Vermont Criminal Justice Training Council
Agency of Commerce and Community Development	Vital Records Office, Dept. of Health
Agency of Agriculture, Food, and Markets	Vermont Parole Board
Public Service Dept.	BISHCA
	Office of the Attorney General

### Reminder: Interfiles

Courts, District Offices, and other parts of State government often need to add records to case files already stored in the State Records Center. The State Records Center accepts these records to be interfiled. All interfiles however must be submitted with a [Form VSARA-06 Interfile Transfer Cover Sheet](#). Thank you for your cooperation.

Questions or comments? Email us at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us)