

Records & Information Management (RIM) Update

www.sec.state.vt.us/archives-records

Vermont State Archives & Records Administration (VSARA) | Office of the Secretary of State | Spring 2017

DIGITAL RECORDS

VSARA Launches Digital Archives

[VT Re-retain](#), the Vermont State Archives and Records Administration's digital archives, is now available. Powered by Preservica, this state-of-the-art digital preservation system serves as the official repository for digital public records appraised as permanent (archival).

VT Re-retain is the only system in the State of Vermont designed to assure public records of continuing value are preserved and accessible now and into the future, thus mitigating several challenges associated with technological obsolescence facing our public agencies.

Just like paper and other analog records, archival digital records, regardless of format, are eligible for transfer to the State Archives after retention requirements have been met. Digital preservation services for digital archival records not yet eligible for legal transfer into the State Archives are also available through VT Re-retain. To initiate transfers to the State Archives, please use [Form VSARA-39](#).



Photo courtesy of VSARA

LOCAL RECORDS PROGRAM

Mission & Vision

The Vermont Local Records Program (VLRP) is a collaborative effort of the Vermont State Archives and Records Administration (VSARA) and interested municipalities and other stakeholders to assist local governments meet their record-keeping requirements. Under the guidance of VSARA, VLRP strives to provide local governments with the necessary tools and skill set to manage their public records by:

- Establishing a team comprised of the Local Records Program Coordinator, local government personnel, and other stakeholders, within the State and out, to assist in VLRP's design and implementation;
- Ensuring local governments are in communication with information professionals knowledgeable in records management functions, processes, and documentation;

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Photo courtesy of VSARA Staff

VSARA OPEN HOUSES

Are you a state records officer or records liaison who would like an overview of your 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 analyst and learn how we can help.

STATE RECORDS OFFICERS & RECORDS LIAISONS

1st Thursday every month

1:30-3:00 pm

Apr. 6 | May 4 | June 1

MUNICIPAL OFFICIALS & DEPARTMENT HEADS

3rd Tuesday every month

1:30-3:00 pm

Apr. 18 | May 16 | June 20

Registration is required.

LOCAL RECORDS PROGRAM

Mission & Vision (cont.)

- Fostering a peer –mentoring network by pairing municipal officials with novice records management experience with those who have more records management experience to promote standardization and the exchange of best practices and workflows;
- Facilitating the availability of tools and resources to ensure municipal officials manage their public records in an efficient and effectively manner and can promote both availability and use;
- Preparing newsletters and related methods of outreach to local governments to keep them up-to-date on the current status of the VLRP; and
- Providing training and educational opportunities to cultivate the consistent application of record schedules approved by the State Archivist pursuant to 1 V.S.A. § 317a into a larger local records management program.

Municipal retention time-tables, summarizing record schedules approved by the State Archivist, are being developed to align municipal functions and related records to their appropriate record schedules. Municipal retention time-tables for any given office will be published once this alignment is complete and updated when there are changes to the record schedules.

VLRP meets monthly in Middlesex to work on topics specific to the municipal records context. During our first meeting we discussed accounting and financial records, and set up a schedule for topics:

March—Payroll Records

April—Administrative and Policy Records

May—Tax Records

June—Miscellaneous Records

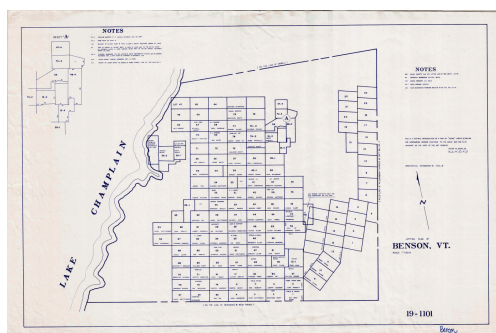


Photo courtesy of VSARA, series A-204

If interested in attending the next VLRP meeting or sharing your thoughts on any of the above topics, please contact Megan Wheaton-Book, VLRP Coordinator, at rim@sec.state.vt.us.

STATE RECORDS OFFICERS & LIAISONS



Photo courtesy of VSARA Staff

Verification Underway

As stated in our last update VSARA has adjusted its records officer and liaison verification process to better align with the election cycle.

All elected and appointed state officials, as well as leadership in the legislative and judicial branches, must designate records officers for their respective agencies, departments and/or offices.

Records officers are also required to review and appoint (or reappoint) their agency or department's records liaisons. This verification process will be begin immediately after a records officer has been designated.

The process is expected to be completed no later than April 30, 2017.

Questions about the verification Process?

Contact the Records Analysis and Policy Development Unit at rim@sec.state.vt.us.

National Association of Government Archives and Records Administrators (NAGARA)

Reduced Rate Memberships for State Records Officers & Liaisons



Photo courtesy of NAGARA website

Vermont records officers and liaisons are now able to join the [National Association of Government Archives and Records Administrators](#) (NAGARA) for \$50 a year under VSARA's organizational membership.

While Vermont public employees and agencies can also join NAGARA on their own, we are pleased to be able to offer this reduced rate option — and we may be able to extend this offer to municipal official as well!

NAGARA's membership is comprised of Federal, state and local employees who have recordkeeping responsibilities as part of their duties. Striving to assure success among its members, NAGARA provides high quality [networking, tools and resources](#), including webinars (most free to members!) focused on a variety of records management related issues ranging from broad topics such as managing local government records to more targeted issues like digital preservation and leveraging metadata. NAGARA also hosts one conference annually while providing continuing educational opportunities throughout the year.

As part of its educational programming, NAGARA has partnerships with the [Institute of Certified Records Managers](#), which is the “certifying body for records and information management (RIM) professionals,” and the [International Institute of Municipal Clerks](#) (IIMC). In collaboration with IIMC, NAGARA also offers the Local Government Archives and Records Manager (LGARA) Certificate.

If you are interested in joining NAGARA under VSARA's membership, please email us at rim@sec.state.vt.us. \$50 is a small amount in comparison to all the resources and services you will receive as a member of NAGARA!

Microsoft Office 365: OneDrive for Business

Informational Session

Recently VSARA has received multiple requests from agencies asking how they can take advantage of OneDrive for Business, which is part of the State's subscription to Microsoft Office 365 .

OneDrive for Business or ODFB is a personal user area intended for use and access by one individual. The Chief Information Officer and the State Archivist have designated ODFB as only suitable for transitory records, which are governed by [General Record Schedule GRS-1000.1000](#) (Transitory Records).

To help records officers & their records management teams establish the requisite policies and procedures for using ODFB in concert with GRS-1000.1000, we are offering two informational sessions:

SESSION DATES

Thursday, April 20th 1-3pm

Tuesday, May 9th 9-11am

To register, please contact us at rim@sec.state.vt.us . We highly recommend records officers attending with other members of their records management teams (IT, Legal, Business, etc.)