



#### 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

August 6 | September 3 |  
October 1\* | November 5\*

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

10:00 – 11:30 am

August 18 | September 15\* |  
October 20\* | November 17\*

*\*Construction at VSARA this fall may require rescheduling some sessions*

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 Steven Dibelius at 802-828-5026

#### 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)

#### Department of Mental Health Box Cleanup

##### DMH and VSARA collaborate on Records Center Cleanup



Records stored at the Vermont State Records Center (SRC) have a way of accumulating. The SRC has capacity for approximately 98,000 boxes; today, it holds more than 96,000 boxes. 2,000 empty spaces may seem like plenty of room to grow, but when departments routinely send 100+ new boxes for storage it becomes a challenge.

Recently the Department of Mental Health (DMH) partnered with the Vermont State Archives and Records Administration (VSARA) to locate and identify records that no longer need to be stored in the SRC. On February 23<sup>rd</sup>, seven representatives from DMH led by Records Officer Linda Kemp travelled to Middlesex to review 100 boxes of legacy records. Kemp's team spent one full work day going through the boxes, and in the process found that many fit into existing record schedules that allow for their destruction. Kemp says, "It actually went smoother than we thought. Initially, when looking at the number of boxes we had to go through, it felt overwhelming, but as we started to look at the boxes, it got easier." Box cleanups from departments like DMH allow the SRC to dispose of records that are eligible for destruction under approved General and Agency-specific Record Schedules. Kemp adds, "I believe there is a benefit to reviewing boxes that are older. Staff change over time and although you may have any idea what may be in the box based on title, you can't tell for sure unless you actually review them."

DMH's records review is also part of a larger initiative on the part of VSARA. This summer, VSARA is making a major push to reduce the number of boxes "overdue for destruction" in the SRC. An estimated 3,400 boxes will be processed according to their dispositions and alleviate some of the SRC's space concerns. If you would like to schedule an SRC box review to see if your legacy records fit into new record schedules, email us at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us).

#### Municipal Records Management Orientation and Training

##### Calling all Vermont Municipal, Town, and City Clerks and Officials!



VSARA is proud to offer cities and towns records management orientation and training sessions designed specifically to meet your needs! On the third Tuesday of every month, VSARA's Records Analysis and Policy Development Team will provide an introduction to records and information management (RIM). This basic training will supply attendees with the tools they need to maintain their records as required by Vermont State Law.

This session is designed to be an informal discussion where clerks can bring their RIM questions and concerns, tour the Vermont State Records Center, and meet VSARA staff. As always, if you have a specific issue or problem, you are encouraged to reach out to VSARA and we will work with you to find a solution. A schedule for upcoming sessions can be found in the left-hand column.



**RIM Fact**

**The Human Element**

According to a recent AIIM study, “the human element” is still “a major point of resistance in moving to electronic [records].” Top reasons for printing paper included “to take to a meeting” and “to add a signature”.

*Bob Larrivee, “Easing the Burden of Records Management: Automating Records Capture”, AIIM, 2015*

<http://www.aiim.org/Research-and-Publications/Research/AIIM-White-Papers/Automating-Records-Capture>

**Best Practices**

**Adopting General Record Schedules (GRS)**

General Record Schedules (GRS) are available to any public entity in the State of Vermont to authorize the disposition of public records. If your agency, department, or municipality is utilizing the GRS, VSARA recommends creating a written policy that states which record schedules you are adopting, which records you are in possession of, and what procedures you have in place to execute that policy. If you require assistance in writing that policy, please contact us.

Additionally, **State Agencies** (not municipalities) are required to submit a GRS Notice of Adoption to VSARA:

[https://www.sec.state.vt.us/media/345358/VSARA-11\\_GRSAdoptionNotice.pdf](https://www.sec.state.vt.us/media/345358/VSARA-11_GRSAdoptionNotice.pdf)

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**Grant Opportunity for Records Preservation**

**National Endowment for the Humanities Provides Preservation Grants to Municipalities**



A frequent question we receive from town and city clerks is “**How do we cover the cost of keeping our records?**” Some records are required by statute to be kept permanently, but funding that

permanent preservation can be difficult. One potential resource of financial assistance is through the National Endowment for the Humanities (NEH), which provides Preservation Assistance Grants of up to \$6,000 to “small and mid-sized institutions”, including town and county record offices. These grants are meant to assist smaller institutions in caring for and preserving their important humanities collections.

One such grant was recently awarded to the City of Somerville, Massachusetts, for the preservation of “a comprehensive array of Board of Aldermen records, Property Tax Records, Board of Health Records, Recreation Department Photo Collection, and Records Showing the Development of Commissions to Protect Special Populations, ranging from the 1840s to the present.” For more information on that project, see:

<https://securegrants.neh.gov/PublicQuery/main.aspx?f=1&gn=PG-52463-15>

Preservation Assistance Grants can be used for such purposes as preservation assessments; consultations with preservation professionals; the purchase of storage furniture, preservation supplies, or environmental monitoring equipment; or education and training. Institutions that have never received an NEH grant are encouraged to apply.

The deadline to apply for projects beginning in January 2017 is **May 3, 2016**. In the last five competitions, the program received an average of 284 applications each year and funded an average of 90 each year. For more information, visit:

<http://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>

**Annual “Got Records? Now What?” Training Program**

**Records Management Training for State Employees - September 22nd**

Through the Center for Achievement in Public Service (CAPS), previously the Summit, VSARA will be offering our “Got Records? Now What?” class. This will be an excellent opportunity for State employees to learn about the benefits of a compliant records management program, best practices to follow, legal requirements for maintaining public records, and procedures for responding to public records requests.

The class will be offered on Tuesday, September 22<sup>nd</sup>, from 9 AM to noon. We anticipate offering this course annually, depending on demand. Class will be in CAPS’ new location at the Vermont College of Fine Arts: the 1<sup>st</sup> floor of Schulmaier Hall, 32 College Street, in Montpelier. Registration is through the CAPS website and must be completed by September 15<sup>th</sup>:

<http://humanresources.vermont.gov/training/classroom/catalog>