



Welcome to the Vermont State Archives and Records Administration (VSARA)

Upcoming...

- **Open Houses**
* Note new dates & times!

Thursdays	Fridays
Afternoons 1:30 – 3:30 pm	
January 17	February 1
February 21	March 1
March 21	April 5

See [p. 2](#) for more information

- **Got Records, Now What? Workshop**

March 6, 9:00 am – 12:00 pm
The Summit, Berlin

See [p. 3](#) for more information

Email us at rim@sec.state.vt.us
or
Call Rachel Muse at 828-2397

General Record Schedules

- New General Record Schedule: Investigation Records

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- The legal cost of records management

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Contact us!

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Meet Your New State Archivist: Tanya Marshall

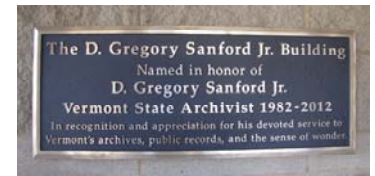
Tanya Marshall quietly began her tenure as State Archivist for the State of Vermont on August 1, 2012, following the retirement of Gregory Sanford. She also directs the Vermont State Archives and Records Administration (VSARA), ascending from her previous roles as Deputy State Archivist and the supervisor of VSARA's Records Analysis and Policy Development Unit. ([continued on p. 2](#))



VSARA in the News

VSARA's Building Gets a New Identity: The D. Gregory Sanford Jr. Building

The Middlesex building that houses the Vermont State Archives and Records Administration was formally named this autumn in honor of retired State Archivist, Gregory Sanford, in tribute to the contributions he has made to Vermont's archives and public records. ([continued on p. 3](#))



Executive Privilege Expires

Howard Dean Records Being Made Available to Researchers

When Governor Howard Dean left office in 2003, he exercised executive privilege and closed to public inspection 85 cubic feet of records for a period of ten years.

On January 10, 2013, these records were opened to the public for the first time. ([continued on p. 4](#))



Archives Accession

Can You Hear Me Now? Legislative Council Transfers Recordings into the Vermont State Archives

Legislative committees have been referred to as the backbone of the General Assembly. Each session, myriad legislative proposals are studied and amended, public comments are weighed, and bills are either voted out or die through the committee process. ([continued on p. 5](#))

Training Opportunity

Self-Directed Courses Available on CD-ROM

Last Spring, VSARA took part in presenting regional courses in Essential Records and Records Emergency Planning and Response. ([continued on p. 6](#))



Upcoming...

- Open Houses

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Open houses are held at VSARA twice a month.

At these events we provide informal, basic training in records management and using the State Records Center. We give you the opportunity to tour our facilities and meet our staff.

We encourage new records officers and liaisons, or anyone who has never been to VSARA, to attend!

We now offer open houses on the first Friday and third Thursday of every month, at 1:30pm.

If you can't make it to one of our scheduled open houses, and have two or more people in your office who'd like to visit VSARA, let us know and we'll be happy to schedule a visit at another time.

To register for an open house or get more information, email us at rim@sec.state.vt.us or call Rachel Muse at 828-2397.

Meet Your New State Archivist: Tanya Marshall

(continued from front page)

During the past decade, Tanya has been an active participant in the changing roles and responsibilities of state recordkeeping.

She began her career in Vermont as a project archivist for the State Archives Division within the Office of Secretary of State (SoS) in 2003.

Soon after and until the summer of 2005, she was under the employ of both the State Archives and the Vermont Judiciary as the Vermont Judicial Records Program (VJRP) Coordinator, traveling to courthouses throughout the State to assess the management needs and concerns surrounding court records and recommend changes.

Following VJRP and related records initiatives, including time as chair of the Municipal Land Records Commission, Tanya was recognized as an "outstanding state employee for her commitment, talent and leadership in public service" by the State of Vermont in May 2008.

In July of that year, after the authority and oversight of the State's records management program, including the State Records Center, was transferred from the Division of Public Records, Department of Buildings and General Services to VSARA, Tanya played a strong role in consolidating functions while working with a variety of public agencies to develop and implement new state standards for archives, records and information management.

This past year, Tanya was elected by her peers as vice president the National Association of Government Archives & Records Administrators (NAGARA). Her fellow state archivists also chose her to represent them on the Council of State Archivists' (CoSA) Board of Directors. In addition to NAGARA and CoSA, Tanya serves on ARMA International's Standards Development Program Committee and San José State University's Master's in Archives and Records Administration (MARA) Program Advisory Committee.

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State Archivist Tanya Marshall in the State Records Center [Courtesy staff photo]



Upcoming... (ctd.)

- *Got Records, Now What? Workshop*

March 6, 9:00 am – 12:00 pm
439 Industrial Lane
The Summit, Berlin

Under Vermont law, all written and recorded information produced or acquired in the course of public agency business is a public record.

Although we work with "public records" every day, not everyone is familiar with the State Records Management Program, which requires the use of records management best practices and principles for retention, access and management of all public records.

The first half of this three-hour workshop is designed to introduce concepts of records and information management, including best practices, tools and resources currently available.

The second half of the session helps attendees understand the statutes surrounding public records in Vermont, be able to respond efficiently to public records requests and understand public records exemptions and how to apply them.

Register online at the Summit: http://humanresources.vermont.gov/training/the_summit/classroom_online_training

To get more information, email us at rim@sec.state.vt.us or call Rachel Muse at 828-2397.

Meet Your New State Archivist: Tanya Marshall

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Originally from North Tonawanda, NY, Tanya received her undergraduate degree from the State University of New York at Geneseo and a Master's Degree in Library Science from University of Maryland-College Park (UMD), where she also completed coursework towards a doctorate in information science.

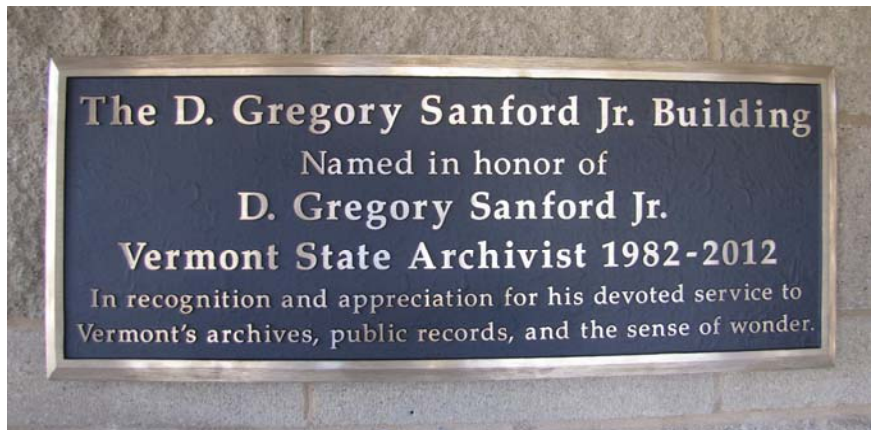
While at UMD, she cataloged rare books, archives, and special collections for the University Libraries System, was a teaching assistant in the College of Information Studies, and, for one summer, assisted the Maryland-Chinese Local Archives Exchange Program as its academic coordinator. She also held assistantships with the National Archives and Records Administration and the Smithsonian Institution in Washington, D.C.

Tanya resides in Williston, Vermont, with her husband, Randal ZuWallack, and their three sons, Jack, Reid, and Cole. 📍

VSARA in the News

(continued from front page)

If not for Gregory, it is likely that the Vermont State Archives would still be housed in a flood-prone basement in Montpelier.



[Courtesy staff photo]

Instead, thanks to his tireless efforts, Vermont's unique and important government records are now stored in state-of-the-art archival vaults, and the public has open access to these records through a comfortable and well-appointed reference room, Tuesday through Friday, 9:00 am - 4:00 pm.

If you have never visited the D. Gregory Sanford Jr. Building on Route 2 in Middlesex, consider registering for an upcoming open house for a tour of our facilities and the opportunity to meet our staff. Please see dates on [page 2](#). 📍

General Record Schedules

• Investigation Records

The VSARA Records Analysis and Policy Development Unit would like to announce our latest General Record Schedule (GRS) available for agency use in managing Investigation Records.

Many agencies and departments in Vermont are responsible for some type of investigation, whether on the scale of investigating criminal activity or looking into minor complaints called into the office by members the public. Our latest GRS provides guidance on the maintenance of records tied to these activities.

General Record Schedules set minimum retention requirements for records related to certain activities or functions of state government.

Retention periods and directives are determined based upon a review of state and federal legal requirements.

Agencies using GRS should review any legal requirements or administrative needs that are unique to them, since this may mean that records need longer retention than the time set in the schedule.

VSARA records analysts are always available and willing to assist in determining if and how GRS can be used by your agency.

Visit [our website](#) to learn more about using this and other available GRS.

Executive Privilege Expires

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These additional records join the 170 cubic feet of records from the Dean administration that have already been available since 2003.


The newly opened records include correspondence, agency activity reports, schedules, financial records, and legislative bill reviews.

The records primarily document Gov. Dean's interactions with his staff, state agencies, legislators, and the public. Copies of activity reports from each agency often include the governor's handwritten questions and comments. In addition, there is a full agency briefing that was prepared for Gov. Dean following the death of Gov. Richard Snelling in 1991.

The most significant files consist of correspondence sent to the Governor from the public and state agencies.

These records, arranged by agency and subject, were routed to appropriate officials in the Dean administration and document interactions of cabinet-level officials, staff, and the public. Topics covered include health care reform, environmental concerns, and homeland security issues following September 11th.

The records are open to researchers during our regularly-scheduled reference room hours of 9 am to 4 pm, Tuesday through Friday.

Please contact the Reference Room staff at archives@sec.state.vt.us, or call 828-2308 for additional information. 



Lieutenant Governor Howard Dean being sworn in as governor by Chief Justice Frederic Allen on August 14, 1991, following the death of Governor Richard Snelling

[Courtesy of VSARA. Photograph is from Series A-078, Department of Tourism and Marketing photographs, circa 1930-2000, bulk 1955-1993.]

News & Notes

- **Alchemy User Guide**

The former Division of Public Records used Alchemy as the database management software for their electronic imaging projects.

Agencies that had records scanned through this program were provided at that time with CDs of their digitized records.

The state imaging program was discontinued shortly after VSARA was created; no VSARA staff members have experience with this software.

However, several state agencies have managed to successfully transfer and access images originally created with Alchemy.

If your agency has CDs of imaged records created with Alchemy, this online guide may be helpful:

<http://www.atechnologies.com/ad/mindocs/Alchemy Administrator User Guide.pdf>.

Many thanks to Greg Lutchko of the Agency of Natural Resources for bringing the Guide to our attention.

Fast Fact

- **The Legal Cost of Records Management**

"Legal costs, fines and damages could be reduced by 25% if organizations applied best practice procedures to records management, security and e-Discovery."

Association for Information and Image Management (AIIM), 2011

Records Management Strategies: Plotting the Changes
(http://www.aiim.org/pdfdocuments/IW_RM-StratChanges_2011.pdf)

Archives Accession

(continued from front page)

Since 1965, legislative committees have created audio recordings of their meetings to preserve a complete record of witness testimony and committee deliberations. In the process, these have captured an unparalleled perspective on the evolution of public policy in the state. In October, these recordings were transferred from the Legislative Council into the State Archives.

Legislative Council Records Officer Helena Gardner and Records Liaison Agatha Kessler coordinated the transfer of the recordings and their corresponding indexes. The 527 boxes of recordings comprise a variety of formats including reel-to-reel tapes, cassette tapes, and compact discs. The indexes, painstakingly created by committee assistants over the past five decades, include both card files and an online database which provide easy reference to the recordings. The indexes and recordings are accessible through VSARA's Reference Room.



[Courtesy staff photo]

Archives staff have already begun planning for the long-term preservation of these records. Like all electronic records, the audio recordings are threatened by technical obsolescence and media degradation. Over time, the recordings will be migrated from their existing media to more stable formats in order to preserve these records for the benefit of Vermonters in the future.

Please contact the Reference Room staff at archives@sec.state.vt.us, or call 828-2308 for additional information.



News & Notes *(ctd.)*

• New Version of Transfer List Form

In October, the State Records Center released a new version of the VSARA-05 Box Transfer Form.

The new form is an Excel spreadsheet. When completed and submitted electronically, this form will allow for smoother and more accurate transfer of your data into VSARA's records management database.

There are 5 worksheet tabs: you may enter up to 15 boxes per page (tab) for a maximum of 75 boxes per form.

This form should be used when you are transferring a large quantity of boxes to the Records Center. If you are submitting fewer than 20 boxes, we encourage you to use the Web Module to submit boxes.

If you have never used the Web Module and would like to know how to gain access, or have questions about the new version of the VSARA-05 form, contact Ann Miller at ann.miller@sec.state.vt.us or call 828-2204.

Contact us!

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Training Opportunity

(continued from front page)

These courses were developed by the Council of State Archivists as part of its Intergovernmental Preparedness for Essential Records (IPER) Project. The courses focus on identifying and planning for the recovery of records essential for resuming government operations after an emergency. Knowing what records are essential allows an agency to better protect those records and to ensure access to them when necessary. Successfully managing essential records keeps an agency operating during and after an emergency situation, protecting the interests of the public.

A number of records officers and liaisons throughout the state attended these courses via webinar when offered last spring. For those of you who were unable to take part, these trainings are now available as self-directed courses on CD-ROM.

More information about the IPER Project can be found on the Council of State Archivists website at www.statearchivists.org/IPER.

If you would like a copy of these courses, please contact Rachel Muse at rachel.muse@sec.state.vt.us or call 828-2397. 



*Waterbury state complex after Irene flooding
8/28/11* [Courtesy staff photo]