

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 2018

Disaster Planning for Municipal Records

An upcoming workshop series to bolster emergency preparedness

The Vermont Historic Records Program and VSARA are thrilled to announce a new training series titled Disaster Planning for Municipal Records. This free training series will help provide attendees with the know how needed to prepare for and respond to emergency scenarios that threaten their records.



Photo courtesy of anonymous municipality.

The first session, located in Middlesex and scheduled for May 8th from 9:30am to 12:30pm, is an in-depth overview of the entire process, from initial risk assessment to the recovery after a disaster. This three hour course is perfect for those new to disaster response management or those simply seeking to refresh or update their skills. Four additional training sessions will then be available to those interested in more intensive, and focused, workshops that offer opportunities for hands-on learning.

To register please contact us at sos.rim@vermont.gov or at 802-828-3897. For more information, please contact [Megan Wheaton-Book](#) or [Rachel Onuf](#). We look forward to hearing from you!

INFORMATION GOVERNANCE MATURITY MODEL

The Generally Accepted Recordkeeping Principles®

Generally	Managing records and information in a disciplined, coordinated and measurable manner requires a combination of people, processes and infrastructure. As we approach our 10-year anniversary in July 2018, benchmarks based on Generally Accepted Recordkeeping Principles® (the “Principles”) and the Information Governance Maturity Model ® are being incorporated into the State Records Management Program as a means to assess the progress made by agency/department records management programs over the last decade.
Accepted	
Recordkeeping	
Principles®	
Information Governance Maturity Model	
ARMA International	

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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

May 3 | June 7

MUNICIPAL OFFICIALS & DEPARTMENT HEADS

3rd Tuesday every month

1:30-3:00 pm

May 15 | June 19 | July 17

[Registration is required.](#)

INFORMATION GOVERNANCE MATURITY

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The “Principles” and Maturity Model, both of which are industry standards for records and information management, were developed and issued by [ARMA International](#). Focusing on eight core recordkeeping principles — Accountability, Transparency, Integrity, Protection, Compliance, Availability, Retention, and Disposition — the Maturity Model offers five levels for measuring maturity in each. The levels range from Substandard (Level 1) to Transformational (Level 5).

Agencies and departments that have participated in our Targeted Assistance Program (TAP) to update their records management programs will naturally have a higher maturity level than those that have not. Having a higher maturity level is about more than just having up-to-date Retention and Disposition requirements, however, as those are only two parts of effective records management. Each principle is as important as Retention and Disposition and collectively they serve as the foundation for any information governance program.

INTERNAL RECORDS MANAGEMENT POLICIES AND GRS

GRS support records management efforts

For functions and activities carried out by multiple public agencies, VSARA issues General Record Schedules (GRS). GRS provide consistency in recordkeeping and can be adopted by any public agency (state or local) that has a written internal records management policy and has sent out a notice of GRS adoption.



Phot courtesy of VSARA Staff

All state agencies and departments that adopt GRS are asked to maintain internal records management policies, pursuant to [3 V.S.A. § 218](#). These internal policies are valuable not only because they demonstrate compliance with [1 V.S.A. § 317a](#), but also because they assure that the adopted GRS are being consistently applied within an agency by its employees.

If you would like to learn more about what GRS we currently offer, the process of adopting one, Agency Specific Records Schedules (SRS) or about other concepts related to records retention, please feel free to explore our [Records Retention](#) website. If you are curious about which agencies are currently using GRS, check out the [State Records Officers](#) section of our site. As always, please feel free to contact us with any additional questions!

State Records Officers, Liaisons and Local Officials



NAGARA

Membership Expansion

While VSARA previously presented Records Officers and Liaisons an opportunity to join the [National Association of Government Archives & Records Administrators](#) at discounted rates, we are pleased to announce that this offer now extends to Local Officials as well.

Membership to NAGARA provides access to regular educational programming, as well as access to a wealth of information and support through NAGARA’s resource library and frequent networking opportunities with members in other states and jurisdictions.

Interested in a NAGARA membership?

Contact a Records and Information Management Specialist at:
sos.rim@vermont.gov