



## **Vermont State Archives and Records Administration**

Office of the Secretary of State

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### **ARCHIVAL RECORDS STANDARD FOR ALL PUBLIC AGENCIES**

**Date Effective: December 28, 2007; Last Revised: April 2020**

#### **PURPOSE**

The purpose of this standard is to establish a set of statewide requirements for the responsible management of public records.

#### **SCOPE**

This standard applies to all written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business (1 V.S.A. § 317).

#### **STATEMENT OF AUTHORITY**

Pursuant to 1 V.S.A. § 317a, 3 V.S.A. § 117, and 3 V.S.A. § 218, the Vermont State Archives and Records Administration (Office of the Secretary of State) is authorized to establish and promulgate standards, procedures and techniques for the effective management of public records.

#### **STATEMENT OF BENEFITS**

Sound records management practices and procedures result in a number of benefits: fulfilling legal mandates, improving access and accountability, reducing costs for the retrieval of records, ensuring the creation and management of accurate and reliable records, and reducing the costs of storing records.

#### **STATEMENT OF RESPONSIBILITY**

Maintaining and providing access to records over time is a shared responsibility. Establishing and operating effective recordkeeping systems and practices requires a multidisciplinary approach. Public agencies should make effective use of the necessary range of expertise available throughout the State of Vermont. This includes expertise in archives, records and information management, information technology, business process management, risk management, and law.

#### **CONTACT**

Questions about this standard may be directed to the Vermont State Archivist and Chief Records Officer.

## VERMONT ARCHIVAL RECORDS STANDARD

Pursuant to 3 V.S.A. § 117, the Vermont State Archives and Records Administration (VSARA) identifies the following records as having continuing value to the State of Vermont and therefore shall be appraised as archival.

**1. Records providing evidence of persistent legal status, rights, and entitlements of individuals, groups, organizations, and public agencies.**

*“Persistent” means legal status, rights, and entitlements do not expire, despite the passage of time.*

**2. Records providing evidence of significant agency policies and procedures.**

*“Significant” means policies and procedures which have a noticeable, measurable, or critical effect on agency development, processes or activities.*

**3. Records providing evidence of agency deliberations, decisions, and actions relating to major social, economic, political, and environmental issues.**

*“Major” means issues that affect a greater portion of the population; are greater in scope or effect than other issues; or require greater attention or concern.*

**4. Records providing evidence of the significant effects of agency programs and actions on individuals, communities, and the man-made and natural resources of the State.**

*“Significant” means programs and actions that have a noticeable, measurable, or critical effect on the individuals, communities, and the man-made and natural resources the agency serves.*

**5. Records that substantially enrich the understanding of Vermont’s history, society, culture, ideas, and people at the level of statewide prominence.**

*“Substantially” means records that are extraordinary in scope or evidential value and not preserved elsewhere.*

## SPECIFIC GUIDELINES

For determining existent or legacy public records, regardless of format, that meet the requirements of this standard, the Vermont State Archives and Records Administration has issued General and Supplemental Appraisal Criteria to complement formal appraisals performed in accordance with 3 V.S.A. § 117(c)(4).

## RECORDS CLASSIFIED AS ARCHIVAL PRIOR TO JULY 1, 2008

Records previously classified as archival that were transferred into the legal custody of the Secretary of State or the Director of Public Records prior to July 1, 2008 are hereby appraised as archival and are not subject to further review or reappraisal without permission from the Vermont State Archivist and Chief Records Officer.

### REVISION HISTORY

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| 2020-04-15 | Replaced header and reformatted to align with front page of other standards. Added Specific Guidelines section and also added Chief Records Officer to last section.  |
| 2009-10-21 | Policy statement regarding records that were previously classified as archival and transferred to either the Secretary of State or Director of Public Records under previous laws was added.  |
| 2008-06-30 | Updated to reflect law changes effective July 1, 2008 pursuant to Acts 96 and 110 of 2008 dissolving the Public Records Division (Buildings and General Services) into the State Archives Division to create the Vermont State Archives and Records Administration. |
| 2007-12-28 | Initial draft finalized and issued by Secretary of State's Office, State Archives Division.   |