

## Requesting New Record Series in the State Records Center

Effective Date: August 1, 2008

Last Revised: March 7, 2018

(Procedure VSARA00002)

### I. OVERVIEW/DESCRIPTION

The State Records Center provides low-cost, secure storage for records maintained for audit, fiscal, legal, or administrative needs, but are no longer used frequently enough to justify storing on-site, which is generally more expensive. Services of the State Records Center are available to all state agencies and include box pick-up, storage, retrieval, and destruction.

For records stored in the State Records Center, both legal control and control of access to the records are retained by the agency until the records have met the retention requirements stated on a record schedule approved by the State Archivist. After retention requirements are met, the State Records Center will dispose of the records in accordance with the disposition requirements stated in the record schedule.

This procedure provides guidelines for requesting new record series in the State Records Center based on record schedules approved by the State Archivist.

### II. AREAS OF RESPONSIBILITY

*State Archivist:* Maintains a record center to hold inactive records in accordance with record schedules approved by the State Archivist (3 V.S.A. § 117).

*Agency/Department Head:* Establishes, maintains, and implements an active and continuing records management program in accordance with requirements established by VSARA (3 V.S.A. § 218).

*Records Officer:* Designated by the agency/department head to serve as the agency or department's records officer and carry out the agency/department records program (3 V.S.A. § 218).

*Records Center Supervisor:* Accepts, stores, retrieves, re-files, interfiles, and disposes records in the State Records Center based on approved record schedules.

*VSARA Records and Information Management (RIM) Specialist:* Reviews Request to Use the State Records Center form ([Form VSARA-12](#)).

### III. PROCEDURE STEPS/CHECKLIST

#### A. Records Officer

1. Sends a completed Request to Use the State Records Center form ([Form VSARA-12](#)) to VSARA RIM Specialist at [sos.rim@vermont.gov](mailto:sos.rim@vermont.gov).
  - i. Requests citing [General Record Schedules \(GRS\)](#) must include copies of any internal policies on how requirements in the GRS are being applied across the agency.

*Note that agencies wishing to use GRS must have a General Record Schedules: Notice of Adoption ([Form VSARA-11](#)) on file with VSARA prior to using GRS.*

2. Collaborates with VSARA RIM Specialist and responds to any questions the RIM Specialist may have concerning the request and related internal policies.
3. Coordinates with the VSARA RIM Specialist on series classification and retrospective appraisal of existing records.
4. Retrospectively applies applicable record schedules to records in related discontinued records series in the State Records Center.

#### B. VSARA RIM Specialist

1. Upon receipt from records officer, reviews Request to Use the State Records Center form ([Form VSARA-12](#)) and, if applicable, related internal policies.
2. Communicates questions concerning the request and related internal policies to the records officer, if necessary.
3. For requests citing a GRS, coordinates with the records officer on series classification and retrospective appraisal of existing records.
4. Alerts Records Officer and Records Center Supervisor when new series has been classified and assigned a series number in the State Records Center.
5. Coordinates with Records Officer to identify records in related discontinued records series in the State Records Center for which record schedules can be retrospectively applied and provides Records Center Supervisor with related reports.

#### C. Records Center Supervisor

1. Accepts, stores, retrieves, re-files, interfiles, and disposes records in the State Records Center based on approved record schedules.

2. Assists, as needed, records officer in retrospectively applying record schedules to related existing records in the State Records Center.

#### IV. GETTING HELP

The Vermont State Archives and Records Administration (VSARA) provides records training, assistance and services to public agencies. For help, please contact:

- State Records Center: [sos.recordscenter@vermont.gov](mailto:sos.recordscenter@vermont.gov) or 802-828-3280
- Records Management: [sos.rim@vermont.gov](mailto:sos.rim@vermont.gov) or 802-828-3897

#### V. APPLICABILITY AND AUTHORITY

This procedure is for requesting new record series in the State Records Center and supersedes any State of Vermont practices in existence prior to its effective date. This is a revised procedure and was previously titled *Requesting a New or Modified Disposition Order*.

The Vermont State Archivist is the statutory authority for maintaining a state records center and for this procedure on requesting new record series in the State Records Center. This procedure was initially reviewed and approved by the Vermont State Archivist on August 1, 2008.

The State Archivist reviewed and approved the current version of this procedure on March 7, 2018. The next review date is March 2020, or sooner at the discretion of the State Archivist.

Revision History	
2018-03-7	Updated email addresses to @vermont.gov due to email migration and revised "Getting Help" section.
2014-01-27	Revised to provide clearer requirements for new record schedules to be adopted prior to requesting new record series.
2008-08-01	New procedure for requesting new or modified disposition orders (developed in response to agency requests for new record series).