

Requesting New Record Series in the State Records Center

Effective Date: August 1, 2008 [Last Revised: February 1, 2014]

(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 Analyst: Reviews requests for new record series in the State Records Center.

III. PROCEDURE STEPS/CHECKLIST

A. Records Officer

1. Sends a completed Request to Use the State Records Center ([Form VSARA-12](#)) to a VSARA Records Analyst at rim@sec.state.vt.us.
 - 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 the records analyst and responds to any questions the analyst may have concerning the request and related internal policies.
3. Coordinates with the records analyst on series classification.
4. Retrospectively applies record schedules to related existing records in the State Records Center.

B. Records Analyst

1. Upon receipt from records officer, reviews Request to Use the State Records Center ([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.
4. Alerts records officer and records center supervisor when series has been classified and assigned a series number in the State Records Center.
5. Identifies related existing records in the State Records Center for which record schedules can be retrospectively applied and provides records center 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.

<i>If you need help with....</i>	<i>Contact....</i>
...obtaining a record schedule that could permit the use of the State Records Center	Records Analysis Unit, 802-828-2397 or rim@sec.state.vt.us
...transferring record to or locating records stored at the State Records Center	State Records Center Supervisor, 802-828-3280 or recordscenter@sec.state.vt.us

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 records center and for this procedure on requesting new record series in the State Records Center. This procedure was reviewed and approved by the Vermont State Archivist on January 27, 2014. The next review date is February 2015.

Date	Revision #	Modification
2014-01-27	2.0	Significant revisions with clearer requirements for new record schedules to be adopted prior to requesting new record series.
2008-08-01	1.0	New procedure for requesting new or modified disposition orders (developed in response to agency requests for new record series).