



## Using the State Records Center Web Module

Effective Date: July 1, 2011  
Revised Date: December 4, 2013

(Procedure VSARA0012)

### TABLE OF CONTENTS

<b>I. Overview / Description .....</b>	<b><u>1</u></b>
<b>II. Versatile Basics .....</b>	<b><u>2</u></b>
A. Organizational Structure.....	2
B. Logging into the Web Module.....	3
C. Looking at the Versatile Web Module.....	4
D. Changing Your Password.....	5
<b>III. Searching for Existing Records .....</b>	<b><u>6</u></b>
A. Basic Criteria .....	7
B. Box/File Criteria.....	8
C. Advanced Criteria.....	9
D. Searching for Your Boxes .....	10
E. Understanding Search Results.....	10
F. Customizing Search Results .....	11
G. Printing or Saving Search Results.....	13
<b>IV. Submitting New Boxes to the State Records Center.....</b>	<b><u>15</u></b>
A. Getting Started .....	15
B. Creating a Box Request .....	15
C. What Happens Next? .....	18
D. Submit a Box.....	18
E. View Your Box Requests.....	18
F. Save as Draft.....	19
G. View Your Draft Box Requests.....	19
H. Edit a Draft Request.....	19
I. Submit Draft as Box Request.....	19
<b>V. Requesting Boxes from the State Records Center.....</b>	<b><u>20</u></b>
<b>VI. Getting Help.....</b>	<b><u>20</u></b>
<b>VII. Applicability and Authority .....</b>	<b><u>20</u></b>



## I. OVERVIEW / DESCRIPTION

The Vermont State Archives and Records Administration (VSARA) uses Versatile Enterprise Records Management Software (Versatile) to manage records stored in the State Records Center by state agencies as well as records in the custody the Vermont State Archives. The Versatile system has a web module accessible to records officers and liaisons that allows state agency staff to access information about their records stored in the State Records Center and submit box transfer requests.

The goal of this guide is to provide users with information on how to access the web module, use it to search and view records stored at the State Records Center, and create new boxes transfer to the State Records Center.

Utilizing the web module will allow you greater control and access to your agency or department's records, and will save time and effort for staff in your office and in the State Records Center.

**To use the Versatile web module, you must be a designated records officer or records liaison for your office.** Please see [Designating Records Officers](#) (VSARA0004) and [Appointing Records Liaisons](#) (VSARA0005) on our website.

**You will need a Versatile user account** and access to the internet via GovNet.

As a records officer or liaison, you may request a user account. You will be given a user name and a temporary password.

For more information, contact us at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us) or call 802-828-5385.



## II. VERSATILE BASICS

### A. ORGANIZATIONAL STRUCTURE

Within Versatile, there are several levels of organization for all records stored in the State Records Center. The top level is the company. Under each company there will be one or more departments. Each department has one or more record series, under which records are stored in the form of boxes or files.

#### Company

In Versatile, a company is roughly equivalent to a state agency. However, most agencies and departments were originally gathered together in Versatile under one “umbrella” company, VSARA. Now, companies reflecting the state’s agency structure are being created and records are being moved under these companies. So you may need to look for your agency’s records both under the company VSARA and any new company that may have been created for your agency to use.

#### Department

Departments equate to the state department, division, business unit, or program to which records belong. All departments fall under a specific company. Each department is represented by a two- to five-letter ID code (e.g., ED for Education). This code will also serve as the prefix for your department’s record series and UBNs (user box numbers).

#### Record Series

A record series groups together records with similar function or subject matter; these records will also have the same retention policy. There can be many record series under a department. Each record series number is prefixed by the department ID code (e.g., ED-001). Please note that series under a newly created company may not be the same as those under the VSARA company.

There is a specific retention period associated with each record series that is defined by either a disposition order or a record schedule. All records under a record series will be retained and destroyed in accordance with the retention period of that series. For this reason, it is very important that records be stored under the correct series. Submitting records to the State Records Center under an incorrect series can lead to the premature destruction of important and irreplaceable records, or cause records to be unnecessarily kept past their appropriate retention.

#### Boxes

Most records in the State Records Center are stored in boxes, each with a unique identifying box number. Boxes are stored under a record series, determined by the context in which the records were created. The retention period for each box is assigned automatically from the record series in which it is stored, using the end date of the material stored therein as the starting point for calculating the retention.

#### Files

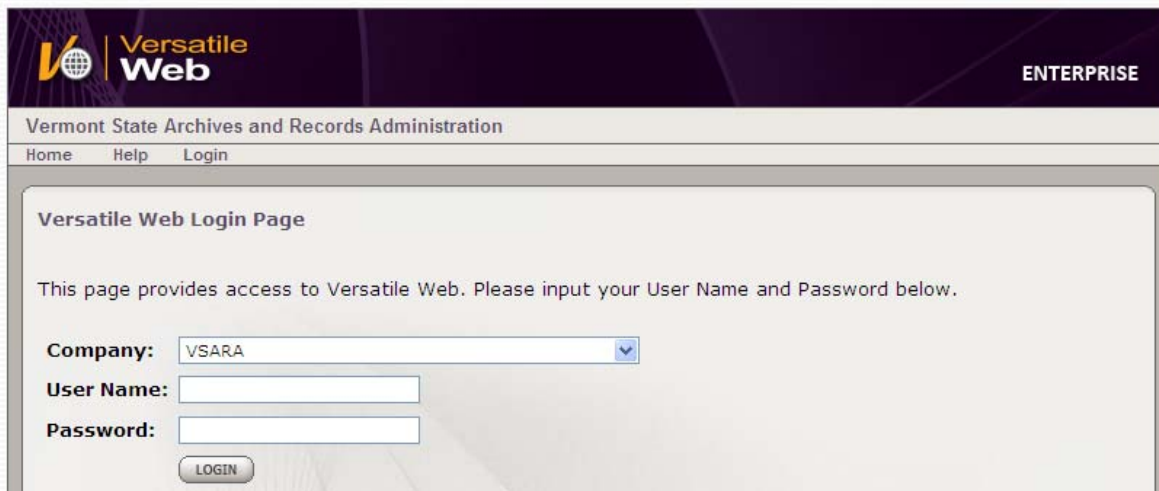
In Versatile, a file typically represents a roll of microfilm, CD, or other recording medium. A file might be a roll of microfilm that is stored in a box; some films have also been stored independently, with no box. (There are some paper document folders within a few boxes that were designated as files under older procedures.)

## B. LOGGING INTO THE WEB MODULE

There are two ways to access the web module:

- Go directly to: <http://versatile.vermont-archives.org/recordsroot/login.asp>, or Go to <http://vermont-archives.org>, select “[State Records Center](#)”, and click on “Versatile Web Module” from the Quicklinks box on the right-hand side of the page.

The link takes you to the Login page.



**Company:** Select *VSARA* in the drop-down list for Company unless you’ve been instructed otherwise.

**User Name:** This is typically, although not always, in the format *firstname.lastname*.

**Password:** The first time you log in, enter the temporary password you were given by the Versatile administrator. You will have a chance to change it after you log in the first time. For subsequent logins, just type in your password. Please note that the password for the Versatile web application has no connection to your network (Windows) login password.

Click the *Login*  button.

### LOGIN PROBLEMS

If you see the message “Login failed! Bad Company/Username/Password” after you have clicked the *Login* button, please reenter your information, making sure that Company, User Name, and Password are all correct. (User Name and Password are not case-sensitive.)

**Login failed! Bad Company/Username/Password.**

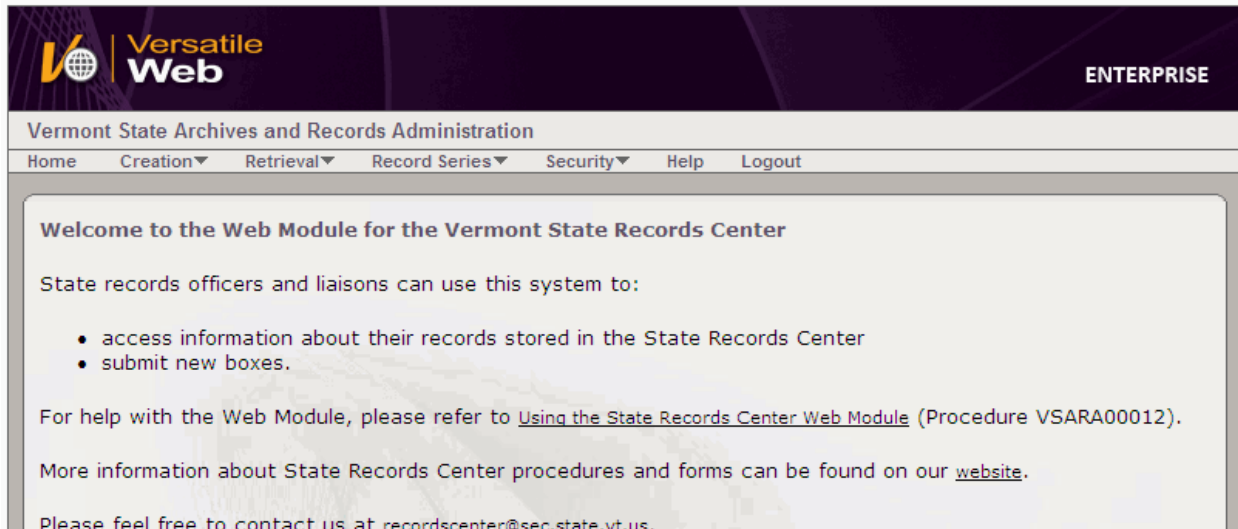
**Forgotten your password?** Contact VSARA’s Records Analysis Unit at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us) or 802-828-5385, and we will reset your password.

## C. LOOKING AT THE VERSATILE WEB MODULE

You are now at the Welcome (home) page. The top navigation menu shows these options:

- a. Home (Welcome)
- b. Creation (*drop down to see Box Creation Requests and My Box Requests*)
- c. Retrieval (*drop down to see Search Boxes/Files*)
- d. Record Series (*drop down to see Retention Schedule*)
- e. Security (*drop down to see Change Password*)
- f. Help (*links to this manual*)
- g. Logout

Note: The small triangle ▼ next to a top navigation menu item (e.g., the ▼ next to [Creation▼](#)) means that there is a drop-down with one or more items to select. Hover your mouse cursor over the menu item to reveal the drop-down options, then click on the one you want.

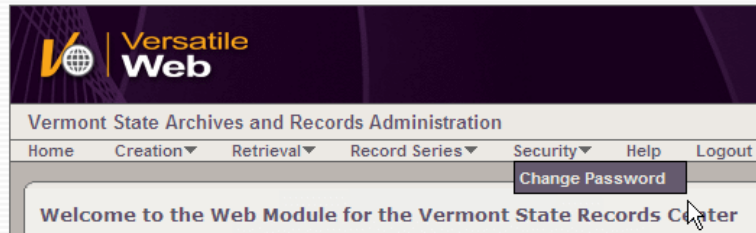


The screenshot shows the 'Versatile Web' interface. At the top left is the logo with a globe icon and the text 'Versatile Web'. At the top right is the word 'ENTERPRISE'. Below the logo is a navigation bar with the text 'Vermont State Archives and Records Administration' and a menu with items: 'Home', 'Creation▼', 'Retrieval▼', 'Record Series▼', 'Security▼', 'Help', and 'Logout'. The main content area has a heading 'Welcome to the Web Module for the Vermont State Records Center'. Below this, it states 'State records officers and liaisons can use this system to:' followed by a bulleted list: '• access information about their records stored in the State Records Center' and '• submit new boxes.' Further down, it says 'For help with the Web Module, please refer to [Using the State Records Center Web Module](#) (Procedure VSARA00012).' and 'More information about State Records Center procedures and forms can be found on our [website](#).' At the bottom, it says 'Please feel free to contact us at [recordscenter@sec.state.vt.us](mailto:recordscenter@sec.state.vt.us).'

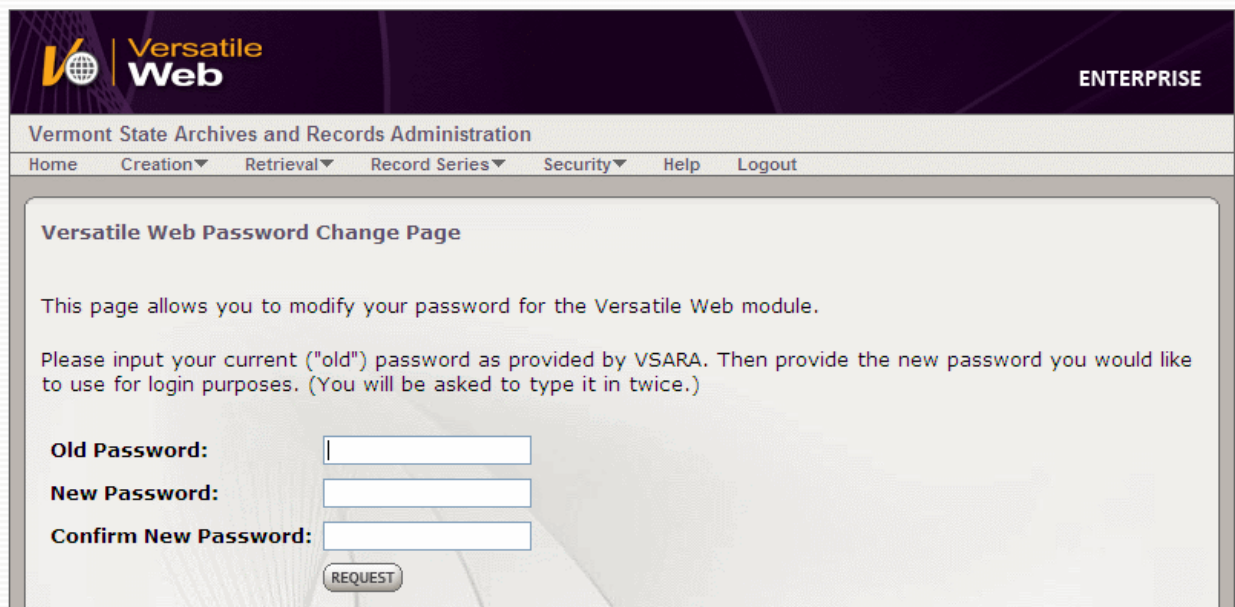
## D. CHANGING YOUR PASSWORD

If you are a first-time user, you should start by changing the temporary password you were issued to a new password you create. You should not share your password or let someone else log on with your user name.

On the top navigation menu, mouse over *Security* and then down to *Change Password*.



Input your current ("old") password as provided by VSARA. Now type in the new password you would like to use for login purposes. (You will be asked to type it in twice.) Passwords should be at least five characters in length. Click *Request*.



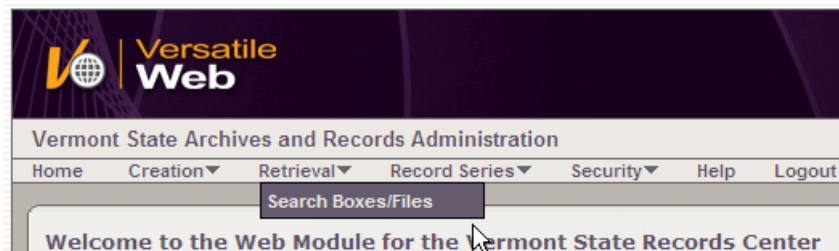
If the new password and confirm password field contents don't match, you will see a message to that effect.

You will get a confirmation message once you have successfully changed your password.

Click on the "login" link in the confirmation message. (You may also click on *Home* and log in from there, or on *Logout* and then *Login*.)

### III. SEARCHING FOR EXISTING RECORDS

Mouse over *Retrieval* on the navigation menu and select the *Search Boxes/Files* drop-down option by clicking on it when your mouse causes it to change color.



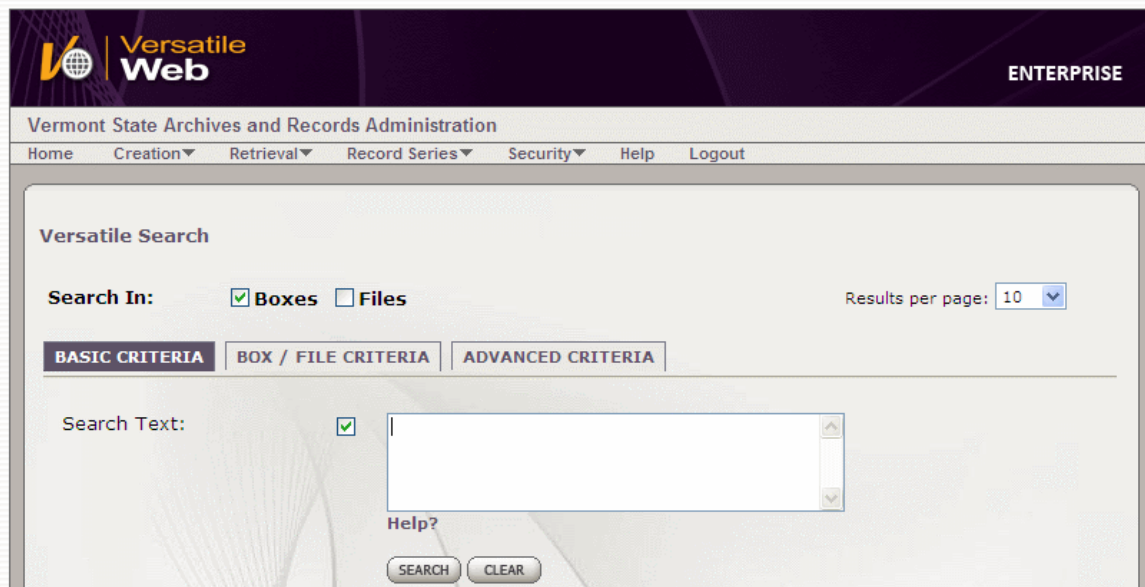
The search page has Boxes checked by default. If you want to search on files (typically, reels of microfilm), uncheck Boxes and check the Files checkbox.

Underneath those checkboxes, you will see three tabs: BASIC CRITERIA (default), BOX/FILE CRITERIA, and ADVANCED CRITERIA. (You may combine filters from the different tabs before conducting a search.)

To clear any previous search filters, click the *Clear* button.

Make sure that the appropriate box (Boxes or Files) is checked.

When you have set all your search parameters, click *Search*.



For any searches, you may customize the number of records shown on each page of the search results. Clicking on the drop-down list to the right of "Results per page" offers you the choice of 10, 20, 30, 40, or 50 records shown on each page when you view the results of your search.

## A. BASIC CRITERIA

The **BASIC CRITERIA** tab offers a large text box that allows you to search on a key word or words, such as when you're looking for something contained in a box or file description.

Note that the search text is not case-sensitive: "Corp", "CORP", and "cOrP" will all find the same record set. (This also includes Boolean operators; see below.) Punctuation is not significant.

### SEARCH OPTIONS

**Single word:** just type it in and click on the Search button.

**Phrase:** you must enclose it in double quotation marks. Single quotation marks will not work.

**"tax returns", not 'tax return'**

Boolean operators:

**AND:** returns records containing both words (or phrases contained in double quotes).

**"tax returns" AND "property tax"**

**OR:** returns records containing either of the words or phrases.

**tax OR "trust returns"**

**NOT:** returns records that do not contain the word or phrase.

**trust AND NOT zero** will return any records containing the word 'trust', but which do not contain the word 'zero'.

\* **(wild card):** returns records with anything (or nothing) represented by the "\*\*". **Note:** double quotation marks must be used! Also useful for multiple spellings or abbreviations, combining the wild card with the OR operator.

**"audit\*\*"** will return any records containing words that start with 'audit', including 'audit', 'audits', 'auditing', 'auditor', auditors', etc.

**"paid\*\*" OR "pd\*\*"** will return any records containing 'paid', 'pays', 'pd', 'pd.', 'pds', 'pds.', etc..

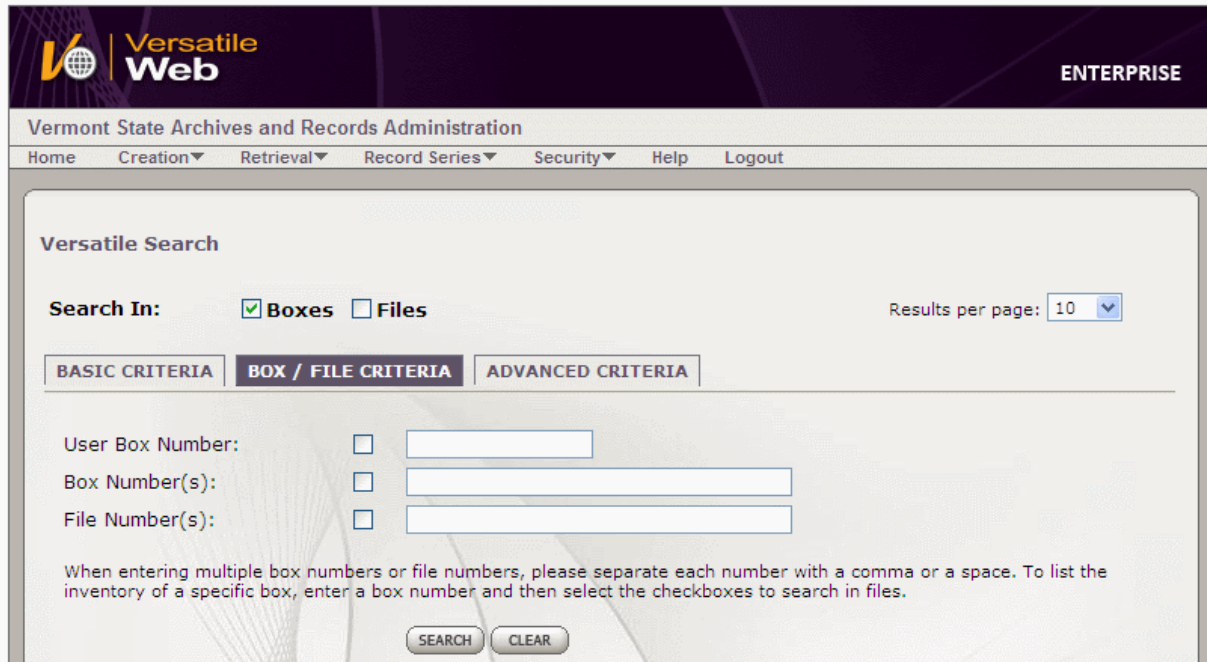
You may combine operators in various ways; it's recommended to use parentheses unless you are very familiar with the operators' order of precedence.

**property AND (transfer OR tax) AND NOT zero** will return any records containing 'property' plus either 'transfer' or 'tax', but which do not contain 'zero'.

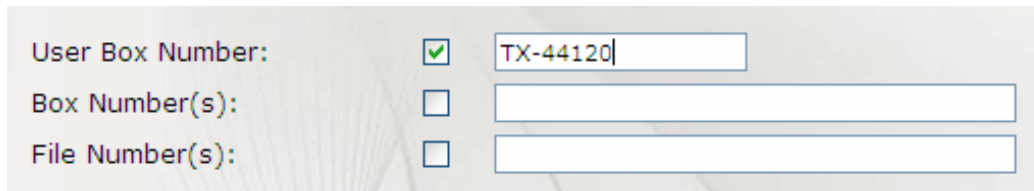
You may also click on the *Help?* link below the text box. For some more specialized search options, ask VSARA's Versatile administrator for assistance.



**B. BOX / FILE CRITERIA**



The **BOX / FILE CRITERIA** tab enables you to search for boxes by User Box Number (UBN) or by Box Number, and for boxes by File Number. Make sure that the appropriate box (Boxes or Files) is checked for your search.



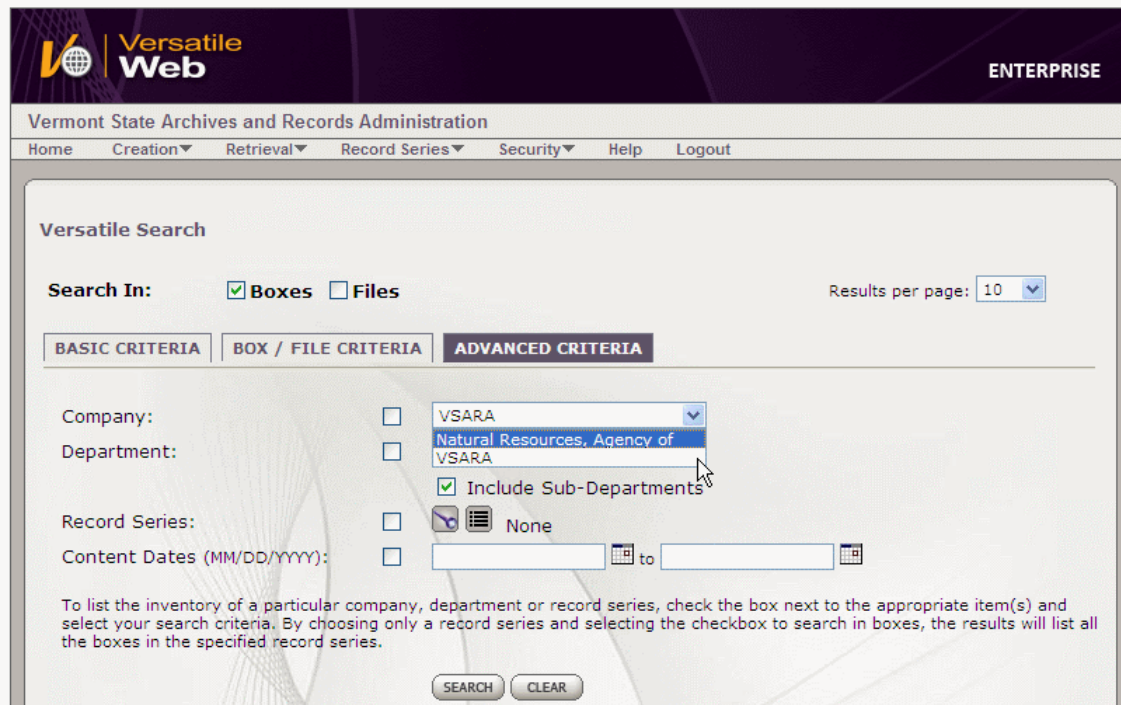
**User Box Number:** This is the most commonly used search. The UBN is the alpha-numeric string consisting of a lettered prefix, a dash, and a five-digit number that is assigned to each box in the Records Center. The prefix denotes the agency or department that created these records. You may search on only one UBN at a time.

*Note: Be sure to pad the number with zeros so that there are five digits (e.g., PRA-00234).*

**Box Number(s):** This is the system-assigned six-digit box number; it can be found on box labels and most box detail reports. You may search on more than one box number; separate box numbers with commas or spaces.

**File Number(s):** This is the system-assigned file number. It can be found on microfilm or CD labels and most film detail reports. However, it will probably be more useful to use the text box under the **BASIC CRITERIA** tab and enter the user file ID number (e.g., F-04811).

**C. ADVANCED CRITERIA**



The screenshot shows the 'Versatile Search' interface. At the top, there are navigation links: Home, Creation, Retrieval, Record Series, Security, Help, and Logout. Below this is the 'Versatile Search' section with 'Search In:' options for 'Boxes' (checked) and 'Files'. A 'Results per page:' dropdown is set to 10. Three tabs are visible: 'BASIC CRITERIA', 'BOX / FILE CRITERIA', and 'ADVANCED CRITERIA' (which is selected). Under 'ADVANCED CRITERIA', there are four main criteria:

- Company:** A checkbox is present. A dropdown menu is open, showing 'VSARA', 'Natural Resources, Agency of VSARA', and 'VSARA'. A checkbox for 'Include Sub-Departments' is checked.
- Department:** A checkbox is present. A list icon button is visible.
- Record Series:** A checkbox is present. A search icon button and the text 'None' are visible.
- Content Dates (MM/DD/YYYY):** A checkbox is present. Two date input fields are shown with a 'to' separator and calendar icons.

At the bottom, there is a paragraph of instructions: 'To list the inventory of a particular company, department or record series, check the box next to the appropriate item(s) and select your search criteria. By choosing only a record series and selecting the checkbox to search in boxes, the results will list all the boxes in the specified record series.' Below this are 'SEARCH' and 'CLEAR' buttons.

Click on the boxes next to the fields you would like to search:

**Company:** The company or companies you see available to you on the drop-down list are determined by your agency’s or department’s Versatile security group. You may select only one company at a time. (If you find that the web module does not default to your company or department, please contact VSARA at [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us) to have your user account updated.)

**Department:** Once you have selected a company, you may then select a department. Sub-departments are included by default (box is checked). A window pops up, within which you may see the departments available to you by clicking on the list icon button; click on any of those listed. You may also click on the search icon button to do a text search on the department name.

**Record Series:** You may further specify your search by selecting a record series. This is where you are most likely to need to make a selection. You may use either the list icon button or the search icon button to select a record series.

**Content Dates:** You may also search for boxes containing material within a certain date range. The box’s “From” and “To” dates provide the start and end of the range. You may choose to combine searching on the company, department, or record series as well as the content dates, further narrowing down your results set.

*01/01/2000 to 12/31/2000 will return any records where the “From” and “To” Dates of the box or film include that date range.*

## D. SEARCHING FOR YOUR BOXES

When you are done creating the search filters or parameters (from one tab or multiple tabs), click on the *Search* button.

For any searches, you may click on the *Clear* button to get rid of any previous search filters. Remember, however, to check Boxes (or files, or both).

Search In:  Boxes  Files

Otherwise, you will get an error message reminding you to do so.

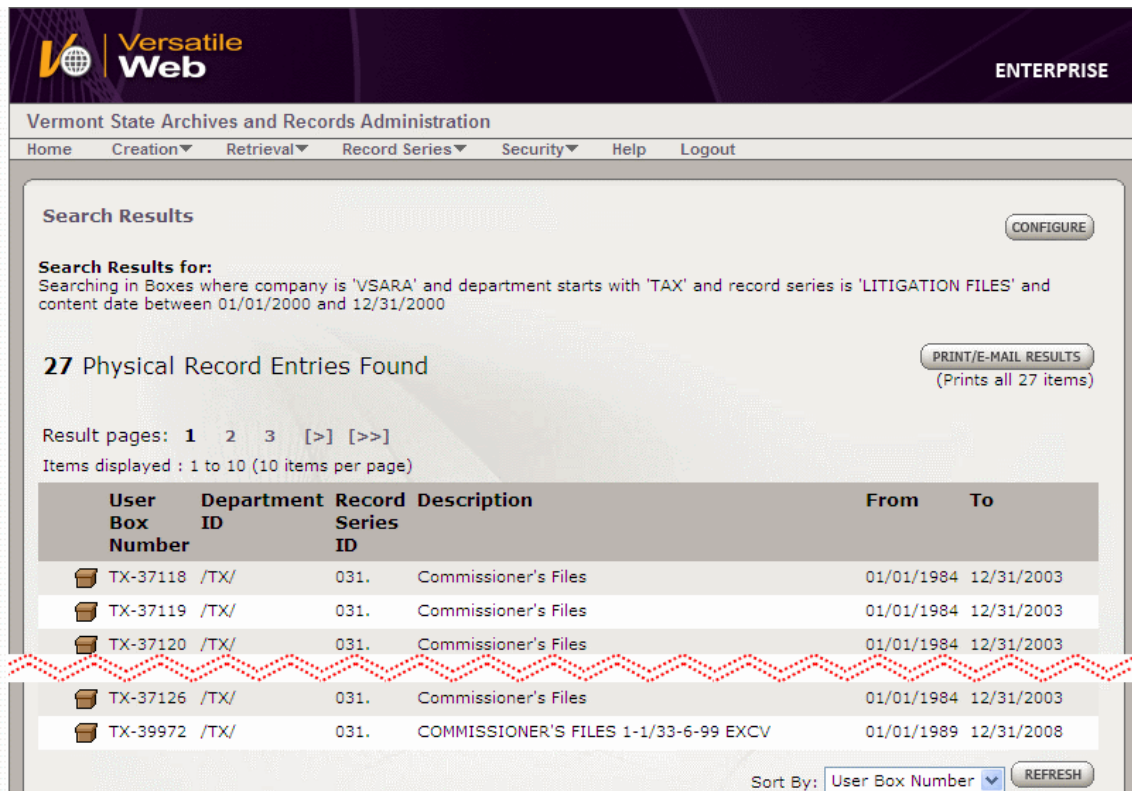
## E. UNDERSTANDING SEARCH RESULTS

The Search Results page gives you the information you requested as well as ways to customize and save that information.

“Search Results for” restates your search parameters.

“[num] Physical Record Entries found” gives you the number of records in your results set. The default number of items per page is set at ten, so you may have more than one page of results.

You will then see a listing headed with the column (field) names. Those are set to User Box Number, Department ID, Record Series, Description, and the From and To content dates for each box.



The screenshot shows the 'Versatile Web' interface for the 'Vermont State Archives and Records Administration'. The search results page displays the following information:

- Search Results for:** Searching in Boxes where company is 'VSARA' and department starts with 'TAX' and record series is 'LITIGATION FILES' and content date between 01/01/2000 and 12/31/2000.
- 27 Physical Record Entries Found**
- Result pages: 1 2 3 [>] [>>]
- Items displayed : 1 to 10 (10 items per page)

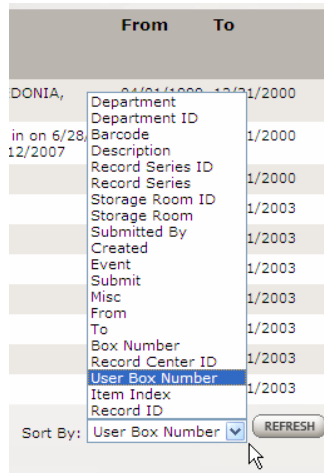
User Box Number	Department ID	Record Series ID	Description	From	To
TX-37118	/TX/	031.	Commissioner's Files	01/01/1984	12/31/2003
TX-37119	/TX/	031.	Commissioner's Files	01/01/1984	12/31/2003
TX-37120	/TX/	031.	Commissioner's Files	01/01/1984	12/31/2003
TX-37126	/TX/	031.	Commissioner's Files	01/01/1984	12/31/2003
TX-39972	/TX/	031.	COMMISSIONER'S FILES 1-1/33-6-99 EXCV	01/01/1989	12/31/2008

Sort By: User Box Number [v] REFRESH

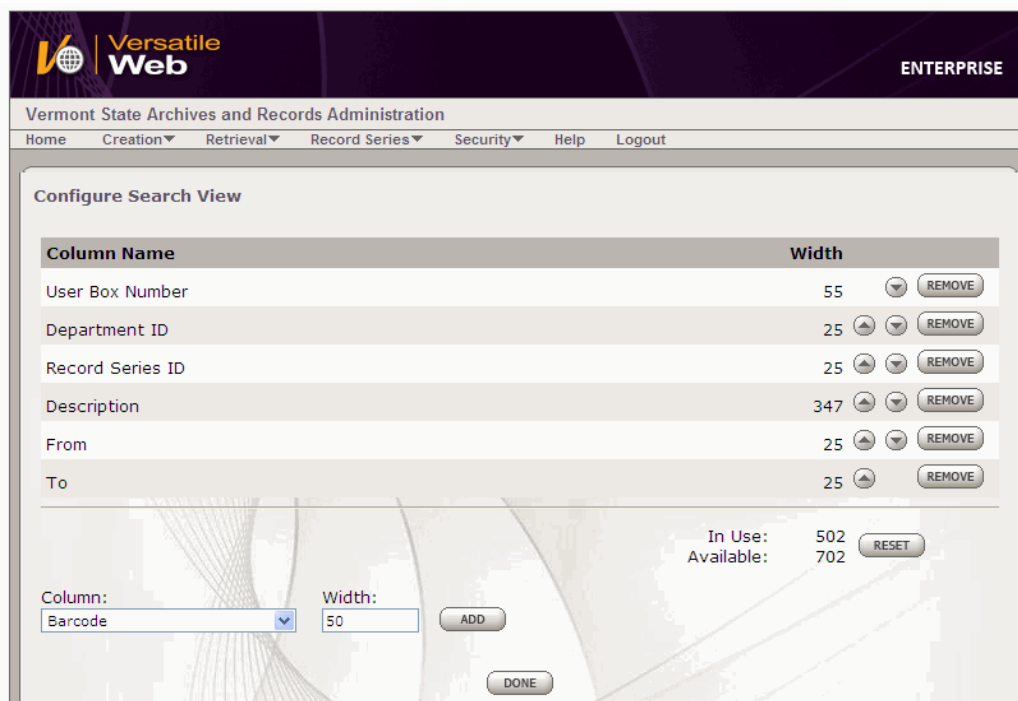
## F. CUSTOMIZING SEARCH RESULTS

You can customize your search results by changing the sort order; by adding, deleting, or moving column order; or by changing column widths. ([As mentioned earlier](#), you may change the number of items shown per page, but this must be done on the search page; it is not available to change on the search results page.)

**Sort:** The drop-down list on the bottom right-hand side of the page, underneath the list of records returned by your search, shows the sort order. Choose the field you want to use for your search order, and click the *Refresh* button.

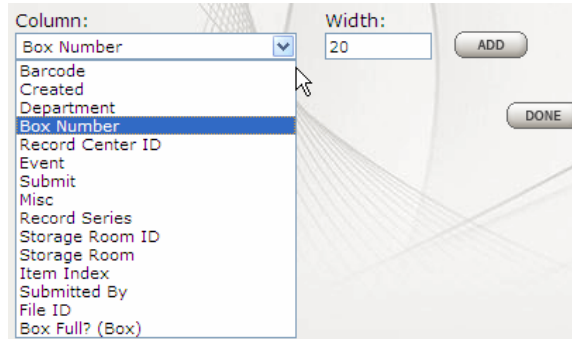


**Configure:** click on the *Configure* button on the top right of your search results page. This opens the Configure Search View window.



The Column Name column displays the fields you saw on the Search Results page, along with their width (in characters) and the order in which they appear (left to right) on that page.

You can add a field from the Column drop-down list underneath the list of the currently displayed fields, and specify the desired display width. Click the *Add* **ADD** button



You may choose to remove displayed fields by clicking on the *Remove* **REMOVE** button to their right.

Column Name	Width		
User Box Number	55	▼	<b>REMOVE</b>
Department ID	25	▲ ▼	<b>REMOVE</b>

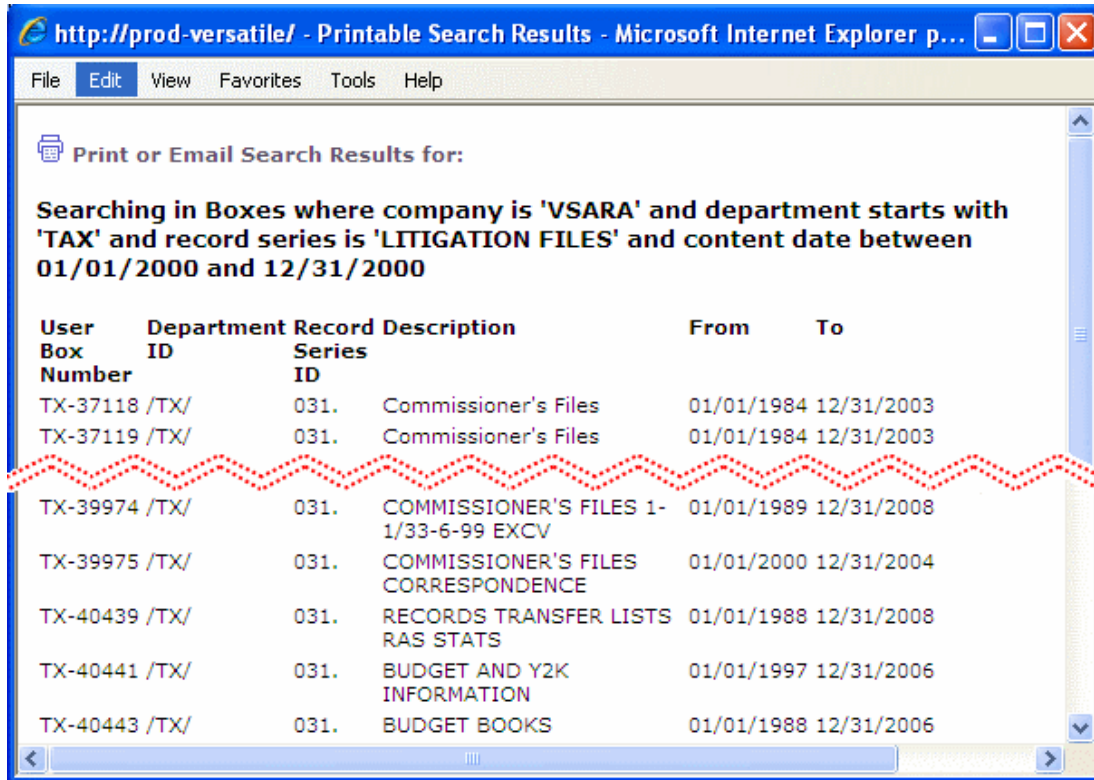
The fields' display order can be changed by clicking on the up ▲ and down ▼ buttons to move them up and down relative to the other fields chosen to display.

*Reset* (bottom right of page) returns the display to the default fields.

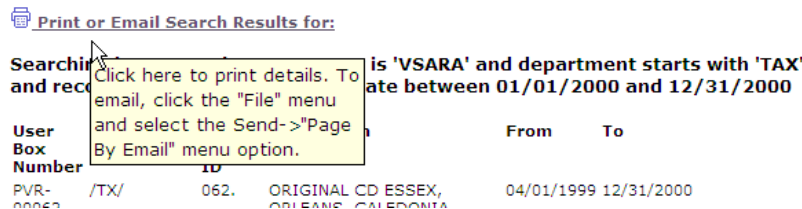
When you are finished customizing, click *Done* **DONE** (bottom of page). This returns you to the Search Results page.

**G. PRINTING OR SAVING SEARCH RESULTS**

**Print or email:** Clicking *Print/Email Results*, on the right-hand side of the page, allows you to print your results set (the entire set, not just the items appearing on that page). This opens a separate Print Search Results window.



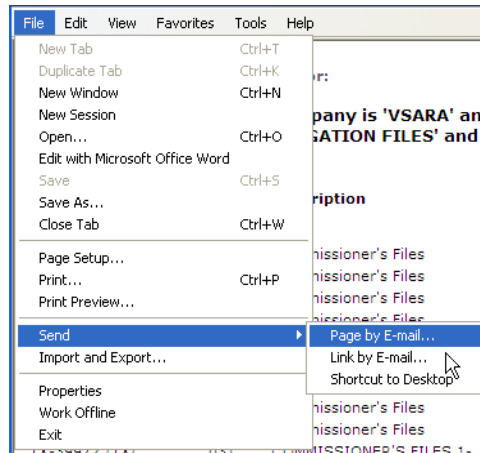
The link "Print or Email Search Results for:", when you mouse over it, shows information about how to print or email.



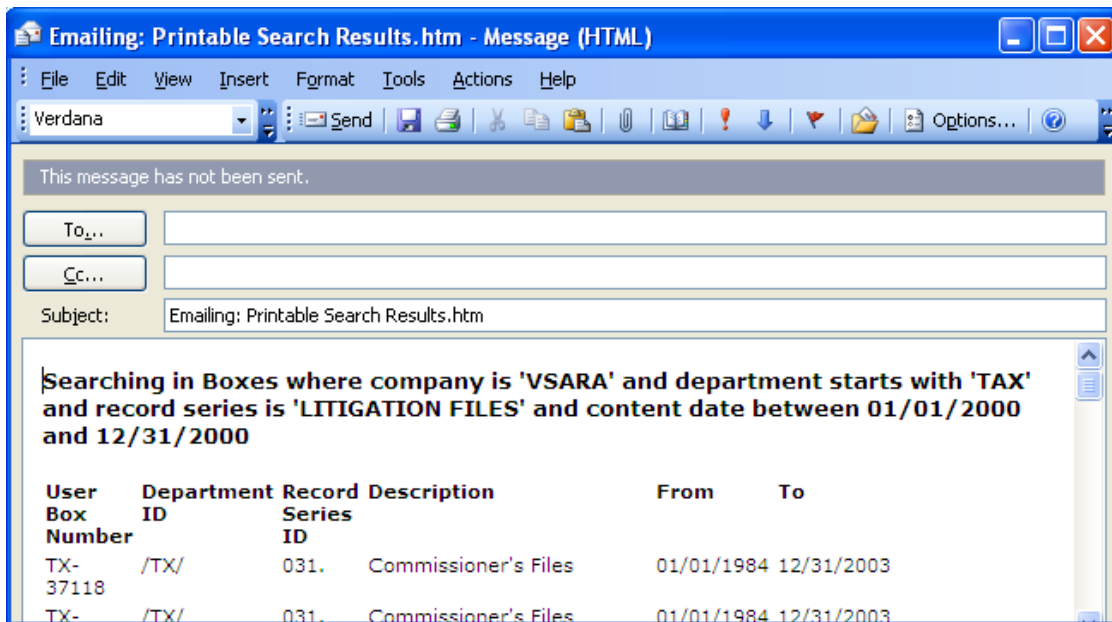
**To save information:** You can also export this information into another document by selecting and copying. From the menu bar, select *Edit > Select All; Copy*. You can then paste this information into its desired destination, such as an Excel spreadsheet or Word document.

**To print:** Click on the *Print or Email Search Results* link. The Print window opens up; choose your printer (or PDF option, if you have that as one of your listed printers) and proceed as usual.

**To email:** From the menu bar, select *File > Send > Page by E-mail*



This will bring up a new message in your email client (probably Microsoft Outlook). You will see your results set in the message body. Then just address and send your email. You can copy and paste the information contained in the email into a spreadsheet or other document.



## IV. SUBMITTING NEW BOXES TO THE STATE RECORDS CENTER

### A. GETTING STARTED

As a records officer or liaison, you can use the Versatile web module to submit new boxes directly to the State Records Center, rather than preparing and sending records transfer sheets. This can save you and the Records Center staff time and effort.

Before you begin using the web module to submit boxes, be sure to follow the procedure for [Transferring Records to the State Records Center](#) (Procedure VSARA00008).

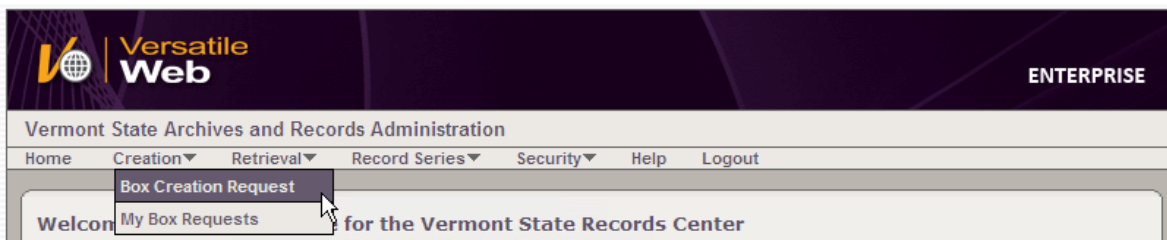
A Records Pickup Request ([VSARA-04](#)) or Records Delivery Request ([VSARA-028](#)) must be received and approved by the State Records Center Supervisor before any boxes can be transferred to the State Records Center.

You may have become aware, when looking at your existing records in the State Records Center, that only the information that your department submitted when sending these boxes is available for you to use when searching. The more detailed information you include when you create boxes, the more useful a tool the Versatile web module can be.

Once you have contacted the State Records Center Supervisor and received your box numbers, log in to the web module.

### B. CREATING A BOX REQUEST

At the Welcome (home) page, select *Creation > Box Creation Request* from the top navigation menu.

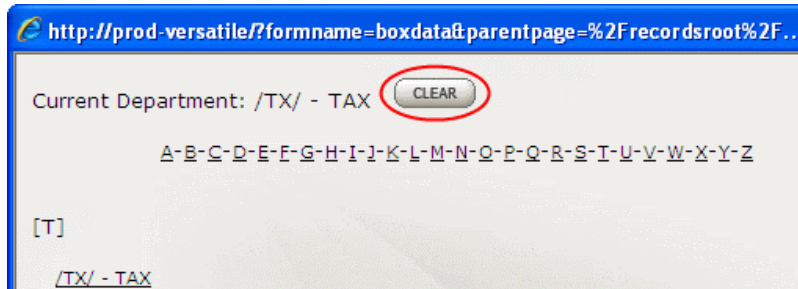


You will now see the Box Creation Page. It will look somewhat similar to the ADVANCED CRITERIA search tab.

Please be sure to have the correct User Box Numbers and Record Series before you begin creating and submitting new boxes.




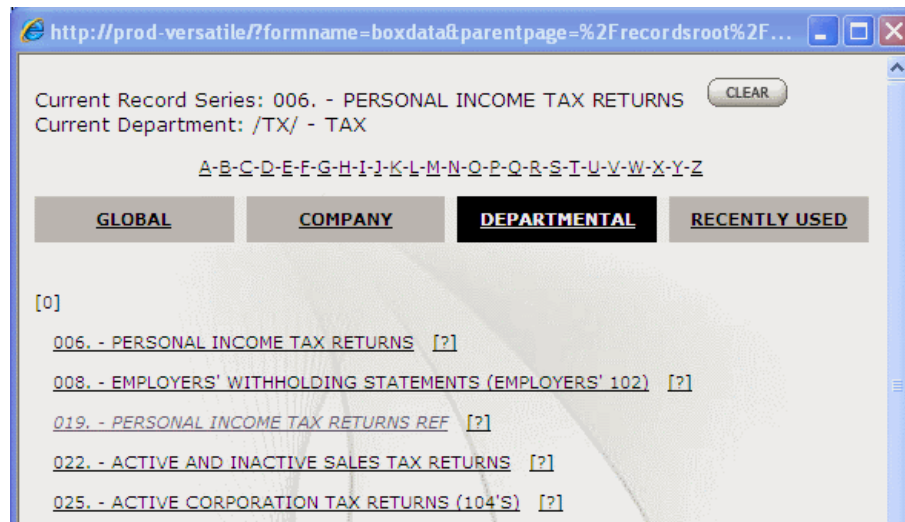
**Company and Department:** Select the appropriate values, as [previously described](#) under the ADVANCED CRITERIA tab of the Search page. You may have one or more companies available to choose, which will affect which departments are available. You can use the *list* button to view your choices, and then just click on the option you want to select.



Selecting a new company should bring up the appropriate department(s) under that company. If that does not happen, click the *CLEAR* button next to “Current Department”. The Department on the Box Creation Page should now show as “None”. Then click on the *list* button again to select the department for that company in the pop-up window.

**Record Series:** Ensure that the record series matches the types of records in your boxes. If needed, refer to the series' corresponding disposition order or record schedule to understand the retention requirements. Your agency's records officer should have copies of all disposition orders or record schedules in current use. You may also check online at <https://www.sec.state.vt.us/archives-records/records-management/records-retention.aspx>.

Again, using the *list*  button can be very helpful. Discontinued series are distinguished by a grey italic typeface; new boxes should be created using only active series.



**User Box Number:** You will have received a set of UBNs from the State Records Center supervisor. Each UBN is a unique combination of your department's multi-letter code plus a dash and a five-digit number (see also the [previous description](#)).

**Type of Box:** Standard (2 Position)

**Storage Center:** Middlesex Record Center

**From Date and To Date:** Enter the earliest and the latest dates of records identified in the box.

**Description:** Enter a brief description of contents in the box provided. If you are sending a creation request from a district office, please add your town or city name as the first line of the description.

The box description should be a summary of content in the box, detailed enough for other and future agency staff members to understand the content of the box. Your agency should also have a separate detailed internal indexing system to locate and retrieve the records from storage; this is particularly true if your boxes contain sensitive information. Never enter sensitive information, such as social security numbers, in box descriptions.



Please do not use the box description field for long lists of names or itemized content. Where possible, use a range if your content is organized by date, name, or some sequentially filing number or system

**Box Full:** This is optional. We recommend leaving some space in each box to facilitate future use and retrieval, and advise against over-packing boxes. However, if a box cannot accommodate any additional material, you may mark it as such by checking the box.

### C. WHAT HAPPENS NEXT?

At this point, you have two options. You may submit the box request to the Records Center, or you may save it as draft.

### D. SUBMIT A BOX

You may submit one box request at a time. After you click the *Submit Box*  button, you will get a confirmation message (“Box creation request sent successfully”), along with a request number. You will see a *Print Details*  button; clicking on this button will open a pop-up window giving you a summary of the information you just submitted.

You may also click on the *Create New Box* link to return to the Box Creation page (you may also do this via the top navigation menu, *Creation > Box Creation Request*).

You may create and submit as many other box requests as you wish, although we suggest that large numbers of boxes are more easily created through the [Box Transfer List](#) form (VSARA-05) found on our website.

The cookies used by the web module will fill the fields on the page with the information you had input for the previously submitted box. This can be a helpful timesaver, as long as you make sure that each box has its unique User Box Number and all other information is accurate for that box.

Once a box request has been submitted via the Versatile web module, it is received and processed by the State Records Center staff. The box is then created in the Versatile system. Please note that the box will not be available to view until that process has been completed.

### E. VIEW YOUR BOX REQUESTS

You may view the box requests you have submitted by going to the top navigation menu and selecting *Creation > My Box Requests*.



You will now be at the My Box Requests page. Change the *Status* to All or Pending on the drop-down list and click the *Refresh* button. You can see up to two weeks of your submitted box requests.

**My Box Requests**

Requested Date: 04/25/2012 to 05/03/2013 Status: All REFRESH

Request Number	Box Number	User Box Number	Label Printed?	Request Date	Department
226141	PENDING	TX-00000		05/02/2013	TAX
FY 2011 Income tax returns (personal), A-F					

## F. SAVE AS DRAFT

The other option is to save the box request as draft. This way, you may go back and edit the box information later, and view all your drafts before submitting them as requests.

Fill in your box information click the *Save As Draft* SAVE AS DRAFT button. You will get a similar confirmation message (“Box creation request draft sent successfully”), request number, *Print Details* button, and *Create New Box* link to return to the Box Creation page.

You may create as many draft requests as desired.

## G. VIEW YOUR DRAFT BOX REQUESTS

You may view your box requests by going to Box Creation page (even if you are not creating another box!) and clicking on the *View Saved Drafts* VIEW SAVED DRAFTS button on the top right-hand side of that page.

A window will pop up and overlay the Box Creation page. You will see the request number, date the draft was last saved, the UBN, Record Series, and Description.

**Box Creation Page** VIEW SAVED DRAFTS

**Saved Requests**

Request Number	Last Saved	User Box Number	Record Series	Description
<span>EDIT</span> 226142	05/02/2013	TX-00000	031. - LITIGATION FILES	Litigation cases Aardvark - Bass from 2009 <span>✖</span>

To the right of each draft item is a red X ✖. Clicking on this button will cancel and delete this draft request.

## H. EDIT A DRAFT REQUEST

To the left of each draft item is an *Edit* EDIT button. This enables you to submit the box, or to make changes to the draft. You will have an opportunity to make review and edit before submitting the box.


Clicking on *Edit* returns you to the Box Creation page.

If you want to make changes to the draft request, and then save the draft again for later, click on the *Save Changes* SAVE CHANGES button at the bottom of the page. You will get a confirmation



message. Remember that you must return to the Box Creation page in order to access the *View Saved Drafts* button.

#### **I. SUBMIT DRAFT AS BOX REQUEST**

If you are ready to submit this draft as a box request, click the *Submit Draft As Box*  button. You will get the confirmation message as you would with any submitted box. .

**V. REQUESTING BOXES FROM THE STATE RECORDS CENTER**

It is currently not possible to request boxes through the Versatile web module.

If you would like to request any boxes or files, you may use the information from your web module search, but you must complete the online [Record Request Form](#) on VSARA's website. The form asks for your name; your court, agency, or department; your customer code; the record series, User Box Number, and record description; and whether the record(s) will be permanently removed from the State Records Center.

Please do not submit requests without your customer code. If you do not know this code, please consult your Records Officer.

After you submit your request, you will see a confirmation page, which may be printed for your records. You may refer to the [Procedure for Retrieving Records](#) (VSARA0003) for more information.

Please remember that *only* designated records officers or liaisons may request and receive records from the State Records Center.

**VI. GETTING HELP**

<b>For questions about:</b>	<b>Contact:</b>
User name, password and other assistance using the Versatile web module	Records Analysis and Policy Development Unit <a href="mailto:rim@sec.state.vt.us">rim@sec.state.vt.us</a> or 802-828-5385
Correcting box or file data and sending boxes to the State Records Center	State Records Center Supervisor <a href="mailto:recordscenter@sec.state.vt.us">recordscenter@sec.state.vt.us</a> or 802-828-3280

**VII. APPLICABILITY AND AUTHORITY**

This procedure is for using the State Records Center Web Module.

This is a new procedure and therefore supersedes any State of Vermont practices in existence prior to its effective date.

The Vermont State Archivist is the statutory authority for maintaining a records center and for this procedure on retrieving records from the records center.

This procedure was reviewed and approved by the Vermont State Archivist on June 27, 2011, and last revised on December 4, 2013. The next review date is May 2015.