

Pursuant to 3 V.S.A. § 117(g)(2), 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.

Agencies and VSARA record analysts shall apply the General Appraisal Criteria to determine what business functions generate archival records. In special circumstances, certain records may be appraised as archival even though their record schedules state that they are non-archival. These records will receive a waiver from VSARA and be exempt from destruction. Contact VSARA directly for waiver information.

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.

REVISION HISTORY

<i>Date</i>	<i>Revisions</i>	<i>Editor</i>
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.	tmarshall
2008-06-30	Updated to reflect law changes that are effective July 1, 2008 pursuant to Acts 96 and 110 of 2008.	tmarshall
2007-12-28	Initial draft finalized.	tmarshall