



Vermont State Archives and Records Administration

Office of the Secretary of State

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GENERAL RECORD SCHEDULES: NOTICE OF ADOPTION

General Record Schedules (GRS) are developed by the Vermont State Archives and Records Administration (VSARA) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities. Vermont public agencies may adopt any or all of the requirements in a general record schedule approved by the Vermont State Archivist. An agency does NOT have to create or receive all of the records listed in the GRS to adopt the GRS. In addition, retention requirements in the GRS are minimum requirements. This means that public agencies have the flexibility to increase retention requirements to ensure compliance with administrative or legal requirements.

Records officers are responsible for evaluating General Record Schedules (GRS) in concert with business, legal, and information technology staff to ensure that the GRS (1) meets legal requirements specific to the agency and its records and (2) can be effectively carried out by agency employees. **Prior to applying GRS, each agency must develop and enact an internal policy specifying how records should be managed within the agency.** At a minimum, GRS numbers shall be cited in all internal policies to demonstrate compliance with 1 V.S.A. § 317a.

If General Record Schedules do not meet an agency's legal or administrative needs, the agency should continue to use any applicable disposition orders that have been issued for its records or seek agency-specific record schedules through VSARA's Targeted Assistance Program (TAP). Agencies may not, however, continue to use any disposition orders that have been effectively superseded by a general record schedule.

As the individual responsible for my agency's records program, I am hereby notifying the Vermont State Archives and Records Administration of the agency's adoption of General Record Schedules and plan to develop and enact an internal policy. I understand that VSARA will contact me to void any disposition orders previously issued to my agency for records that are now covered by General Record Schedules. I also understand that any records not covered by a General Record Schedule must be covered by an existing disposition order or an agency-specific record schedule.

Agency or Department Records Officer (Records Officer Designation Must Be On File with VSARA):		
_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

Agency Name:

Please return this form to the address above (Attn.: Records Analysts). Upon return of a copy signed by the Vermont State Archivist, your agency may begin using General Record Schedules (where applicable).

FOR VSARA USE ONLY:	
<i>This Notice of Adoption has been received and acknowledged by the Vermont State Archives and Records Administration.</i>	_____
	Tanya Marshall Vermont State Archivist

	Date