



Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

REQUEST TO USE THE STATE RECORDS CENTER

The State Records Center provides low-cost, secure storage for paper records that must be maintained for audit, fiscal, legal, or administrative needs, but are no longer used frequently enough to justify storing the records on-site, which is generally more expensive. 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 (destruction or transfer to the State Archives).

Sender (Records Officer): _____ Date: _____

Agency/Department/Division/Office: _____

Please include a copy of your agency/dept.'s internal records management policy when submitting this form.

Record Schedule	Schedule Title	Old Series No. (if applicable)	For VSARA Use Only	
			New Series ID.	Archives
<i>GRS-1181.1059</i>	<i>Professional Licensing Files</i>	<i>SE-047</i>		

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Signature of Records Officer

Date Signed

Please send all completed forms to the address above (Attn.: Agency Services) or send by email to sos.rim@vermont.gov. Forms submitted by email must be sent directly from the records officer's email account.

Once the request is received, a VSARA records and information management specialist will review the request and contact the Records Officer with any questions. If approved, new series ID number(s) will be provided to the Records Officer in the form of a Series Report and the transfer of records can begin under current VSARA procedures. Records appraised as permanent archival also require a *Legal Custody Transfer Agreement* (Form VSARA-21) to be on file as the records will be automatically transferred to the State Archives after retention requirements have been met.