



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

LEGAL CUSTODY TRANSFER AGREEMENT

It is hereby agreed that records appraised as permanent (archival) listed on the attached request form(s), regardless of format, will be transferred into the legal custody of the Vermont State Archives and Records Administration in accordance with 3 V.S.A. § 117(g)(4) after retention requirements have been met. Records in the legal custody of the Vermont State Archives and Records Administration cannot be withdrawn except in special circumstances but may be weeded in accordance with their respective record schedules should the transfer include records appraised as temporary (non-archival).

Attached form(s): Check all that apply

- Request to Use State Records Center (Form VSARA-12)
- Request to Transfer Archival Records (Form VSARA-39)

Tanya Marshall
Vermont State Archivist

Date: _____

Date: _____

Once the attached request form(s) are received, a VSARA records analyst will review the request(s) and contact the Records Officer with any questions. If approved, this agreement will become final when signed and dated by the Vermont State Archivist and a copy, along with a Series Report, will be provided to the Records Officer.