



Vermont State Archives and Records Administration

Office of the Secretary of State

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Storing Security Copies of Land Records in the State Records Center

Effective Date: April 8, 2010

(Procedure VSARA0010)

I. PURPOSE

This procedure establishes the policy and process for storing and retrieving security copies of municipal or county land records in the State Records Center.

II. AFFECTED PARTIES

State Records Center Supervisor: Accepts, stores, retrieves, re-files, and disposes records in the State Records Center based on an approved record retention schedule.

Municipal Clerks: The clerk of any city, town, or incorporated village.

Municipal Supervisors: The supervisor of any unorganized town or gore, or the unified towns and gores of Essex County.

County Clerks: The clerk of any county.

III. POLICY

Pursuant to 3 V.S.A. § 117, the Vermont State Archives and Records Administration (VSARA) accepts for filing security microfilm copies of land records from municipal or county clerks or municipal supervisors as defined in Section II of this procedure.

It is the policy of VSARA to:

1. Require a Land Records Storage Agreement ([Form VSARA-23](#)) from each municipal or county clerk or municipal supervisor that wishes to store security microfilm copies of land records in the State Records Center.
2. Provide free storage in the State Records Center for security microfilm copies of land records. The municipal or county clerk or municipal supervisor is responsible for the cost of shipping records to and from the State Records Center.

3. Receive electronically from municipal or county clerks or municipal supervisors a completed Land Records Transfer Sheet ([Form VSARA-25](#)) for review and approval prior to the transfer of any security microfilm copies of land records for storage in the State Records Center. With further prior approval from the State Records Center Supervisor, the Land Records Transfer Sheet may be submitted by fax.
4. Provide upon request from a municipal or county clerk or municipal supervisor, a report of stored security microfilm copies of land records for his or her respective municipality or county.

IV. DEFINITIONS

Land Record – A document required to establish marketable title and which is filed or recorded in the records of a municipality or county, including all documents filed or recorded pursuant to 24 V.S.A. § 1154.

Security Copy – A reproduction of a record created and managed to preserve the information in case the original is damaged. For the purpose of this procedure, the definition of a security copy is confined to reproductions of microfilm.

Storage Report – A report generated by the State Records Center that lists records stored, along with a description of their format and contents.

V. RESPONSIBILITIES

- A. The **Municipal or County Clerk or Supervisor** shall ensure that a signed Land Records Storage Agreement ([Form VSARA-23](#)) is on file, complete and submit a Land Records Transfer Sheet ([Form VSARA-25](#)) for review and approval prior to transferring any security microfilm copies of land records for storage in the State Records Center, and, when necessary, request and retrieve security microfilm copies of land records in accordance with existing State Records Center procedures.

VI. PROCEDURE

Municipal or County Clerk or Supervisor

Transferring Records for Storage

1. Confirm that your municipality or county has a signed Land Records Storage Agreement ([Form VSARA-23](#)) on file with VSARA. If not, sign and submit the form by email, mail, or fax. Retain a copy for your records.
2. Complete and submit to the State Records Center Supervisor at recordscenter@sec.state.vt.us a Land Records Transfer Sheet ([Form VSARA-25](#))

for review and approval prior to transferring any security microfilm copies of land records for storage in the State Records.

3. If security microfilm copies of land records are being sent directly from a vendor, arrange for invoices / order notices to be sent to you separately, as these will not be returned to you by VSARA staff.

Requesting and Retrieving Records

1. To request and retrieve security microfilm copies of land records, submit a records request to the State Records Center Supervisor through the online [Record Request Form](#).
 - o If film number is unknown, request a Storage Report from the State Records Center Supervisor at recordscenter@sec.state.vt.us or 802-828-3280, prior to completing Online Records Request Form.
 - o On the Online Records Request Form, enter your name in the *Records Officer or Liaison's Name* box and your municipality or county in the *Court, Agency, Department Name* box.
2. The State Records Center Supervisor will contact you for additional information, such as billing information, shipping address, etc. You will be billed for the cost of shipping any security microfilm copies of land records.
3. See [Procedure for Retrieving Records](#) from the State Records Center for full procedure.

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| VII. REVISION HISTORY |
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This procedure supersedes any State of Vermont practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The Vermont State Archivist reviewed and approved this procedure on April 8, 2010. This procedure was last revised August 2013 and the next review date is September 2015.

| Date | Revision # | Modification |
|------------|------------|--|
| 2013-08-30 | 3.0 | Simplified and streamlined procedure with related State Records Center procedures. Added hyperlinks to related forms and procedure. |
| 2011-03-25 | 2.0 | Changed contact for VSARA-025 Land Record Transfer Form from State Records Center Supervisor to Local Records Program Coordinator. Removed reference to Land Record Data Spreadsheet. Added definition for county clerk. |
| 2010-04-08 | 1.0 | New procedure. |