



## Vermont State Archives and Records Administration

Office of the Secretary of State

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### REQUEST TO TRANSFER ARCHIVAL RECORDS

Pursuant to 3 V.S.A. § 117(g)(4), the Vermont State Archives and Records Administration (VSARA) takes custody of archival records, regardless of format, in accordance with record schedules approved by the State Archivist. For archival records that will be transferred directly into the State Archives for permanent preservation, please complete this form, along with *Legal Custody Transfer Agreement* (Form VSARA-21).

**Do not use this form for paper archival records that will be stored in the State Records Center** until retention requirements have been met and then transferred to the State Archives. Please complete *Request to Use State Records Center* (Form VSARA-12) instead and submit with *Legal Custody Transfer Agreement* (Form VSARA-21).

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	Records Description	Public Access Code	Format(s)	For VSARA Use Only (series ID)
<i>GRS-1000.1102</i>	<i>Commissioner Correspondence</i>	<i>General</i>	<i>Paper, Digital</i>	<i>GRS-1000.1102.53</i>

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Hand Signature / Date Not Required if form is emailed (see below)

Signature of Records Officer

Date Signed

Please send all completed forms to the address above (Attn.: Records Analysis) or send by email to [rim@sec.state.vt.us](mailto:rim@sec.state.vt.us). Forms submitted by email must be sent directly from the records officer's email account.

Once the request is received, a VSARA records analyst will review the request and contact the Records Officer with any questions. If approved, series number(s) will be provided in the form of a Series Report, along with a signed copy of the *Legal Custody Agreement*, and the transfer of archival records can occur under current VSARA procedures.