

VERMONT STATE ARCHIVES AND RECORDS ADMINISTRATION (VSARA)



Act 96 of 2008 consolidates the Public Records Division, currently within the Department of Buildings and General Services, with the State Archives within the Office of the Secretary of State. The Act will take effect on July 1, 2008, creating the Vermont State Archives and Records Administration (VSARA).

State Archivist Gregory Sanford, Secretary of State Deborah Markowitz, and Governor James Douglas at the bill signing on March 25, 2008.

This is an exciting opportunity for the State of Vermont. The consolidation of archives and records management under the Secretary of State establishes a better framework for providing systematic and consistent recordkeeping guidance and services to public agencies. Under a central administration, record life cycle management, which covers the life of a record from the point of creation to its ultimate disposition (destruction or permanent preservation on the State Archives), will be greatly improved.

Our immediate focus is on a smooth transition on July 1st. This includes integrating the Public Records Division's website with the Archives website (<http://vermont-archives.org>), updating forms and manuals to reflect the new Division's name, and similar changes. Staff from both the Public Records Division and the State Archives are actively engaged in a program review at this time and information about any changes to current services will be announced in advance.

Some developments already underway include a Targeted Assistance Program (TAP) to help public agencies update their record retention schedules, records classifications schemes to facilitate the identification, appraisal, and management of records, and electronic records management advice and guidance. VSARA will continue to be a part of the iSTART collaboration with the Enterprise Project Management Office within the Department of Information and Innovation. For more information on TAP, records classification (known as VCLAS), TAP and other efforts, please see the "Managing Records" section of the Archives website at: <http://vermont-archives.org/records/>.

We welcome your comments and feedback as we embark on this new and exciting opportunity: <http://vermont-archives.org/about/contact/contact.htm>