



Vermont State Archives and Records Administration

Office of the Secretary of State

1076 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710 • www.vermont-archives.org

GENERAL RECORD SCHEDULES: NOTICE OF ADOPTION

General Record Schedules (GRS) are developed by the Vermont State Archives and Records Administration (VSARA) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities. Provided that there are no specific laws or requirements requiring a longer retention, any Vermont public agency may adopt any or all of the requirements in a general record schedule approved by the Vermont State Archivist. Adopting an approved GRS means that the agency agrees to implement the retention and disposition requirements outlined in the GRS (where applicable). An agency does NOT have to create or receive all of the records listed in the GRS to adopt the GRS.

Records custodians, officers and liaisons are responsible for evaluating General Record Schedules (GRS) in concert with business, legal, and information technology staff to ensure that the GRS (1) meets legal requirements specific to the agency and its records and (2) can be effectively carried out by agency employees. An agency MUST seek an agency specific record schedule if a GRS does not meet an agency's administrative and/or legal needs.

As the individual responsible for my agency's records program, I am hereby notifying the Vermont State Archives and Records Administration of the agency's adoption of General Record Schedules. I understand that VSARA will contact me to void any disposition orders previously issued to my agency for records that are now covered by General Record Schedules. I also understand that any records not covered by a General Record Schedule must be covered by an agency-specific record schedule.

Records Officer or Records Liaison (Records Officer & Liaison Designations Must Be On File with VSARA):

<i>Beth Robinson, Counsel</i>	<i>Beth</i>	<i>1/10/10</i>
Printed Name	Signature	Date

Agency Name: *Office of the Governor*

Mailing Address: *Proctor, 5th Floor*

Phone: <i>802-328-6410</i>	E-mail Address: <i>Beth.Robinson@state.vt.us</i>
----------------------------	--

Please return this form to the address above (Attn: Records Analysts). Upon return of a copy signed by the Vermont State Archivist, your agency may begin using the General Record Schedules (where applicable).

FOR VSARA USE ONLY:

This Notice of Adoption has been received and acknowledged by the Vermont State Archives and Records Administration.

<i>Gregory Sanford</i>	<i>1/11/11</i>
Gregory Sanford	Date
Vermont State Archivist	