

INTRODUCTION

For appraising public records and identifying their values, the Vermont State Archives and Records Administration (VSARA) and all public agencies shall use the general appraisal criteria listed below. Use of these criteria provide for a consistent and systematic practice for determining the value of public records and establishing retention requirements. The State Archivist will only review record schedules if the following questions have been fully addressed.

Where applicable, responses will be encoded using metadata terms maintained by the Vermont Functional Classification System (VCLAS). The VSARA records analyst assigned to the appraisal process will include the appropriate metadata in an agency's record inventory and schedule.

GENERAL APPRAISAL CRITERIA

- 1) Appraisal shall be conducted in the context of the business function the records support.**
 - Who is the creating agency?
 - What business function of government do the records support?
 - What laws authorize the creating agency to perform the business function?
- 2) Appraisal shall be conducted in the context with other records. It is important to determine whether the records under consideration are the only or are the most complete source for significant information.**
 - What types of records are created, received or managed pursuant to the business function?
 - What other agencies perform part of the same function or related activities?
- 3) Appraisal shall be conducted in the context of legal requirements and agency accountability.**
 - What Federal, State or local laws, regulations and policies affect the retention or disposition of each record type and what are the minimum requirements for providing access to the record(s), retaining the record(s), and managing the record(s)?
 - To whom is the agency accountable for justifying its decisions or actions?
 - Does agency's liability diminish over time? If so, under what circumstances and when?
- 4) Appraisal shall be conducted in the context of administrative use and need.**
 - For operational purposes, when does the agency no longer routinely use or access the record(s) during the normal course of business?

REVISION HISTORY

<i>Date</i>	<i>Revisions</i>	<i>Editor</i>
2008-06-30	Updated to reflect law changes that are effective July 1, 2008 pursuant to Acts 96 and 110 of 2008.	tmarshall
2007-12-28	Initial draft finalized.	tmarshall