

There are circumstances under which more information about the records is needed to determine their value and establish retention requirements. This is particularly true for older records and records created by an agency that: no longer exists; has been superseded; or has been reorganized. The [General Appraisal Criteria](#) should be used first, especially if the activity through which the records were generated is still being performed. The Supplemental Appraisal Criteria, below, are applied only if more information is needed.

SUPPLEMENTAL APPRAISAL CRITERIA				
<b>1.</b>	Completeness and comprehensiveness of the records (check all that apply)	<input type="checkbox"/> The record series is complete. The function or activity documented is completed. <input type="checkbox"/> The record series is comprehensive. All records documenting this particular function or activity are present in this series. Records have been maintained according to existing disposition orders for this series. Records have not been removed, transferred or destroyed without authorization.		
<b>2.</b>	Authenticity of the records (check all that apply)	<input type="checkbox"/> Records were created during the normal course of business <input type="checkbox"/> Records were transferred directly from original creator to current custodian (if applicable) <input type="checkbox"/> The records are genuine and unaltered <input type="checkbox"/> Records are altered, but there is a clear audit trail		
<b>3.</b>	Uniqueness of the records (check all that apply)	<input type="checkbox"/> Records are unique and one-of-a-kind <input type="checkbox"/> The content, context and structure of the records are not duplicated in whole or part <input type="checkbox"/> Significant information from these records are not tabulated, summarized or abstracted in other records, databases, studies, reports, or formal publications <input type="checkbox"/> The informational content of the records are not recorded elsewhere <input type="checkbox"/> Records contain a fresh body of data		
<b>4.</b>	Relationship to other records (check all that apply)	<input type="checkbox"/> Records complement, supplement or extend the understanding or significance of other records <input type="checkbox"/> There is the potential to link the records with other records		
<b>5.</b>	Date and Time-span (check all that apply)	<input type="checkbox"/> Records are from a time period in which sources are less available <input type="checkbox"/> Records cover a long period of time, providing significant information for longitudinal or comparative study		
<b>6.</b>	Extent	<input type="checkbox"/> There is an abundance of documentation for this function or activity		
<b>7.</b>	Usability (check all that apply)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Records are legible  <input type="checkbox"/> Records are coherent  <input type="checkbox"/> Records are in good condition  <input type="checkbox"/> Restrictions are documented                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> There is accompanying documentation or metadata  <input type="checkbox"/> Records are ready for public use  <input type="checkbox"/> Records are arranged or indexed in a meaningful and usable manner                 </td> </tr> </table>	<input type="checkbox"/> Records are legible <input type="checkbox"/> Records are coherent <input type="checkbox"/> Records are in good condition <input type="checkbox"/> Restrictions are documented	<input type="checkbox"/> There is accompanying documentation or metadata <input type="checkbox"/> Records are ready for public use <input type="checkbox"/> Records are arranged or indexed in a meaningful and usable manner
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<b>8.</b>	Manipulability (check all that apply)	<input type="checkbox"/> Records have the potential to be usable <input type="checkbox"/> For electronic records, records are readily manipulated, aggregated, severable, linkable, with full contextual documentation (metadata) available		

## Supplemental Appraisal Criteria for Public Agencies

INTRINSIC OR INFORMATIONAL VALUE	
1.	The records were created, collected and maintained by the State AND have characteristics that warrant further review?
	<input type="checkbox"/> Yes. Proceed to the criteria for <i>Intrinsic Value</i> under this section <input type="checkbox"/> No.
2.	The records, whether created, collected or maintained by the State of Vermont or a non-governmental entity, have statewide significance that warrants further review?
	<input type="checkbox"/> Yes. Proceed to the criteria for <i>Information Value</i> under this section <input type="checkbox"/> No.
INSTRINSIC VALUE (check all that apply)	
<input type="checkbox"/> Physical form that may be the subject for study if the records provide meaningful documentation or significant examples of the form; <input type="checkbox"/> Unique or curious physical features; <input type="checkbox"/> Aesthetic or artistic quality; <input type="checkbox"/> Age that provides a quality of uniqueness; <input type="checkbox"/> Questionable authenticity, date, author, or other characteristic that is significant and ascertainable by physical examination	<input type="checkbox"/> General and substantial public interest because of direct association with famous or historically significant people, places, things, issues, or events; <input type="checkbox"/> Significance as documentation of the formulation of policy at the highest executive levels when the policy has significance and broad effect throughout or beyond the agency or institution; <input type="checkbox"/> Significance as documentation of the establishment or continuing legal basis of an agency or institution; <input type="checkbox"/> Value for use in exhibits
INFORMATIONAL VALUE (check all that apply)	
<input type="checkbox"/> Records contain rich information that is not available elsewhere <input type="checkbox"/> Records substantially enrich the understanding of Vermont's history, society, culture, ideas, and people at the level of statewide prominence or the understanding of a major State activity	

### REVISION HISTORY

Date	Revisions	Editor
2009-05-07	Initial draft finalized	tmarshall