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**Vermont State Archives and Records Administration**  
**Tanya Marshall, State Archivist**

**February 5, 2025**

**To: Hon. Brian Collamore, Chair**  
**Senate Committee on Government Operations**

**From: Tanya Marshall, State Archivist and Chief Records Officer**

**Re: Vermont State Archives and Records Administration: Introductions and Overview**

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Thank you for the opportunity to introduce myself and the Vermont State Archives and Records Administration to the Senate Government Operations Committee. Please see the following attachments:

- General Overview of the Vermont State Archives and Records Administration (p. 2)
- General Overview of the Vermont Functional Classification System Model (p. 3)

More information about VSARA is available on our website ([sos.vermont.gov/vsara](https://sos.vermont.gov/vsara)), including copies of recent legislative reports as well as other reports:

- [Report Related to the Fiscal, Governance, and Operational Sustainability of Uniform Approaches to the Modernization of the Acceptance, Recording, and Availability of Deeds and Other Property Records \(Required by Sec. 3 of Act 171 of 2022\)](#)
- [Report Related to the Records of Children Placed in Foster Homes or Residential Child Care Facilities \(Required by Sec. 8a of Act 100 of 2022\)](#)
- [Interim Report Related to the Fiscal, Governance, and Operational Sustainability of Uniform Approaches to the Modernization of the Acceptance, Recording, and Availability of Deeds and Other Property Records \(Required by Sec. 3 of Act 171 of 2022\)](#)
- [Report Related to Data Privacy; State Government \(Required by Sec. 1 of Act 89 of 2020\).](#)

Other recent activities of VSARA include participation in:

- Vermont's National Criminal Justice Reform Project (see [Data Integration Report](#))
- UC Berkeley Goldman School of Public Policy Transparency Study (see [Report](#))
- Vermont Arts & Culture Disaster and Resilience Network (see [VACDaRN website](#))

## Vermont State Archives and Records Administration (VSARA)

On July 1, 2008, the former Public Records Division of the Department of Buildings and General Services and the former State Archives/Office of State Papers Division of the Secretary of State's Office were consolidated under the Secretary of State to create VSARA. VSARA has 20 full-time classified employees and is organized into two service units and two programs.

### Core Focus

The Vermont State Archives and Records Administration preserves, promotes, protects, and provides accurate, authentic, and reliable records and information through our expert programs and services and our partnerships with Vermont government and communities for the benefit of the public we collectively serve by:

- Fostering strategies and technologies to simplify recordkeeping.
- Offering professional assistance and building capabilities statewide.
- Providing the right information to the right people at the right time.

### Administrative and Reference Services

Administrative and reference services relating to state archival records, statutory filings, record authentications and certifications; and the State Boards and Commission Registry.

### Technical Services

Technical services relating to analog, paper and digital records transferred to the State Archives Vaults, State Records Center, and Digital State Archives (VT Re•tain).

### Targeted Assistance Program

Records appraisals, information management assistance, and consultative services to executive and judicial branches of Vermont state government.

### Historical and Local Records Program

Records appraisals, information management assistance, and consultative services to local government, historical societies and museums, and colleges and universities.

### Primary Statutes

- [1 V.S.A. § 317a](#): Management of Public Records
- [3 V.S.A. § 107\(a\)\(1;3-6\)](#): Legislative Clerk
- [3 V.S.A. § 116a](#): State Boards and Commissions Registry)
- [3 V.S.A. § 117](#): Vermont State Archives and Records Administration)
- [3 V.S.A. § 218](#): Agency and Department Records Management Program
- [3 V.S.A. Chap. 25](#) (Administrative Rules)

## The Vermont Functional Analysis System (VCLAS)

Functional analysis, by definition, is the study of a system through an understanding of its parts. It is a way to see the big picture from different angles.

The Vermont Functional Classification System, better known as VCLAS, was developed by the Vermont State Archives and Records Administration (VSARA) as a balanced approach for identifying core government functions and appraising related records and information. It conforms to national and international standards and information management best practices.

VCLAS is used to break down the complexities of government into its basic parts: legislation; public agencies; areas of accountability; activities; and transactions. Within VCLAS, data about each part and its relationship and dependencies to other parts is collected, analyzed and reported using standardized terminology.

As a result, VCLAS also serves as an objective documentation strategy of government functions, legislation and agencies over time that can inform decision and policy making on various matters.

### The VCLAS Model

