



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: October 25, 2011
Subject: JFO #2525, #2526, #2528, #2530

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2525 — \$200,000 grant from the U.S. Department of Justice to the Vermont Criminal Justice Training Council (CJTC). These funds will be used to provide CJTC students with laptop computers and wireless internet access.
[JFO received 9/23/11]

JFO #2526 — \$118,078 grant from the National Archives and Records Administration to the Vermont Secretary of State. These funds will be used to archive court records and make them available to the public (Vermont Court Records Project). **One limited service position is associated with this request.**
[JFO received 9/23/11]

JFO #2528 — \$9,985 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to establish and support a Food Safety Task Force for one year, including one full day conference and two Task Force meetings.
[JFO received 9/23/11]

JFO #2530 — \$150,000 grant from the Robert Wood Johnson Foundation to the Vermont Department of Banking, Insurance, Securities and Health Care Administration (BISHCA). These funds will be used to assist BISHCA's analysis of health care reform issues related to the establishment of a state health care exchange in Vermont.
[JFO received 10/12/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: R.J. Elrick, Executive Director
Jim Condos, Secretary of State
Harry Chen, Commissioner
Steve Kimbell, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: September 30, 2011
Subject: Grant Requests

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two (2) limited service position requests are included among these items.

JFO #2524 — \$195,720 grant from the U.S. Federal Emergency Management Agency (FEMA) to the Vermont Department of Mental Health. These emergency disaster funds will be used to provide crisis counseling for individuals and groups related to the impacts of Tropical Storm Irene. These services will be provided via a contract with Washington County Mental Health. **This grant exceeds the threshold for acceptance through the Tropical Storm Irene Temporary Expedited Grant Review Policy, but expedited review has been requested under the regular expedited review policy. Joint Fiscal Committee members will be contacted beginning October 5 with a request to waive the balance of the review period and accept this item.**

[JFO received 9/29/11]

JFO #2525 — \$200,000 grant from the U.S. Department of Justice to the Vermont Criminal Justice Training Council (CJTC). These funds will be used to provide CJTC students with laptop computers and wireless internet access.

[JFO received 9/23/11]

JFO #2526 — \$118,078 grant from the National Archives and Records Administration to the Vermont Secretary of State. These funds will be used to archive court records and make them available to the public (Vermont Court Records Project). **One limited service position is associated with this request.**

[JFO received 9/23/11]

JFO #2527 — Request to establish **one limited service position** in the Office of the Secretary of State. This position will perform duties required by the Help America Vote Act (HAVA) and will be funded through HAVA funding approved in Act 66 of 2003.

[JFO received 9/26/11]

JFO #2528 — \$9,985 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to establish and support a Food Safety Task Force for one year, including one full day conference and two Task Force meetings.

[JFO received 9/23/11]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 14 we will assume that you agree to consider as final the Governor's acceptance of these requests.

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION			
1. Agency:	Office of the Secretary of State		
2. Department:	Vermont State Archives & Records Administration (VSARA)		
3. Program:	Vermont State Archives		
4. Legal Title of Grant:	National Historical Publications and Records Grants		
5. Federal Catalog #:	89.003		
6. Grant/Donor Name and Address:	National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408-0001		
7. Grant Period:	From:	10/1/2011	To: 7/30/2013
8. Purpose of Grant:	Vermont Court Records Project		
9. Impact on existing program if grant is not Accepted:	This grant will support the processing of county court records recently accepted into the Vermont State Archives. If this grant is not accepted, these records will not be processed and made available to the public as intended.		

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 2012	FY 2013	FY 2014	
Expenditures:				
Personal Services	\$86,805	\$112,524	\$28,935	
Operating Expenses	\$25,225	\$24,530	\$8,408	
Grants	\$	\$	\$	
Total	\$112,030	\$137,054	\$37,343	
Revenues:				
State Funds:	\$66,041	\$80,294	\$22,014	
Cash	\$	\$	\$	
In-Kind	\$66,041	\$80,294	\$22,014	
Federal Funds:	\$45,989	\$56,760	\$15,329	
(Direct Costs)	\$45,989	\$56,760	\$15,329	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$112,030	\$137,054	\$37,343	
Appropriation No:	2230010000	Amount:	\$45989	
			\$	
			\$	
			\$	
			\$	
			\$	

3

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

			\$
		Total	\$

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Archivist
Total Positions	1	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Jean C. Caruso</i>	Date: 9/8/2011
	Title: Secretary of State	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) <i>[Signature]</i>	Date: 8/15/11
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted		
<input type="checkbox"/>	Rejected	(Governor's signature) <i>[Signature]</i>	Date: 9/20/11

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

REC'D SEP 13 2011

GH

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Office of the Secretary of State Date: 8 September 2011

Name and Phone (of the person completing this request): Paul Daley, 828-2477

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

National Archives and Records Administration
National Historical Publications and Records Grants
CFDA 89.003

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Archivist II	One	VSARA/Archives	30 June 2014

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position will be the project archivist for the Vermont Court Records Project. The project manager will be responsible for organizing, directing and performing the activities of the project plan. The major duty of this position is the systematic arrangement, detailed description and effective preservation of public records from three county courts.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

James C. Curdes
Signature of Agency or Department Head Date 9/8/2011

Molly Rankin
Approved/Denied by Department of Human Resources Date 9/9/11

Paul Rankin
Approved/Denied by Finance and Management Date 9/15/11

Paul Daley
Approved/Denied by Secretary of Administration Date 09/15/11

Comments:

REC'D SEP 13 2011

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

JFO 2526

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:						This grant is for a project to make available to researchers and the public the 1794-1945 records of Caledonia, Lamoille and Orleans County courts through the Vermont State Archives and Records Administration(VSARA).
Date:						9/15/2011
Department:						Secretary of State
Legal Title of Grant:						National Historic Publications and Records Grants
Federal Catalog #:						89.003
Grant/Donor Name and Address:						National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Washington DC 20408-0001
Grant Period:		From:	To:			
		10/1/2011	7/30/2013			
Grant/Donation						118,078
	SFY 1	SFY 2	SFY 3	Total	Comments	
Grant Amount:	\$45,989	\$56,760	\$15,329	\$118,078	This grant covers 41% of this project's total cost and is to be matched by \$168,349 of state in-kind funding	
Position Information:		# Positions	Explanation/Comments			
		1	There is one limited service position funded through the federal grant (Project Archivist)			
Additional Comments:			There is a second position, Archives Technician, which will be funded out of the state match. This position will be filled from existing Secretary of State resources.			
Department of Finance & Management						(Initial)

RECEIVED

SEP 23 2011

JOINT FISCAL OFFICE

9/15/11



**STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM**

Secretary of Administration	<i>MC 09/15/11</i>	(Initial)
Sent To Joint Fiscal Office	<i>9/20/11</i>	Date



State of Vermont
Office of the Secretary of State

128 State Street
Montpelier, VT 05633-1101

[phone] 802-828-2363
[fax] 802-828-2496
www.sec.state.vt.us

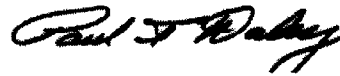
James C. Condos, Secretary of State
Brian H. Leven, Deputy Secretary

MEMORANDUM

12 September 2011

TO: Toni Hartrich, Budget & Management Analyst
Department of Finance & Management

FR: Paul Daley, Administrative Services Director



RE: State Matching Funds for NARA Grant

REF: National Archives and Records Administration Grant CFDA 89.003

We have submitted a request for acceptance of a federal grant award to support and expand the activities of the Vermont State Archives. The grant period begins October 1, 2011 and ends on June 30, 2013 or when funds are expended; whichever is later. This grant award provides full funding for an additional state position for the duration of the grant. The purpose of the project is to process court records which have been transferred from the Judiciary to the State Archives.

The terms of this grant require at least fifty percent non-federal participation in the project. Our project budget will meet this match requirement through in-kind spending from our existing base appropriation for the State Archives. Most of the match will be met through commitment of state-funded staffing to the project. The project budget includes a 5% time commitment by the State Archivist, a 20% time commitment by the Project Director, and 100% time commitment by an archives technician. We intend to provide the archives technician position through reassignment or reclassification of existing positions.

State of Vermont
Office of the Secretary of State

128 State Street
Montpelier, VT 05633-1101

[phone] 802-828-2363
[fax] 802-828-2496
www.sec.state.vt.us

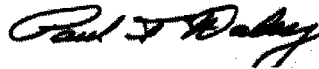
James C. Condos, Secretary of State
Brian H. Leven, Deputy Secretary

MEMORANDUM

8 September 2011

TO: Molly Paulger, Director of Employment Services
Department of Human Resources

FR: Paul Daley, Administrative Services Director



RE: Grant Acceptance and Position Request Forms

REF: National Archives and Records Administration Grant CFDA 89.003

This office has received notice of award of a federal grant to support and expand the activities of the Vermont State Archives. The grant period begins October 1, 2011 and ends on June 30, 2013 or when funds are expended; whichever is later. This grant award provides full funding for a state position for the duration of the grant.

Please find the following enclosed:

1. Form AA-1 – Request for Grant Acceptance (pp 2-3)
2. Official notice of grant award dated August 16, 2011 (pp 4-6)
3. Grant application package, with grant budget included (pp 7-63)
4. Limited Service – Grant Funded Position Request Form (pg 64)
5. RFR-C form requesting position title Archivist II (pp 65-68)

cc: Toni Hartrich



National Historical Publications and Records Commission

National Archives and Records Administration

700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

August 16, 2011

www.archives.gov/nhprc/

Scott Reilly
Archivist II
Vermont State Archives and Records Administration
1078 US Route 2, Middlesex
Montpelier, VT 05633-7701

Dear Mr. Reilly:

I am pleased to notify you that the National Historical Publications and Records Commission awards a grant of up to \$118,078 to the Vermont State Archives and Records Administration, for the Caledonia, Orleans, and Lamoille Counties Court Records Project. This outright grant is for 41 percent of the budgeted project cost of \$287,368.

Enclosed with this letter of award is a summary of grant terms and conditions, performance objectives, administrative requirements, contacts, and payment instructions.

The summary of the grant terms includes **new** requirements that reflect recent changes from the White House Office of Management and Budget and the NHPRC. Specifically, your institution is required to:

- Maintain a current registration in the Central Contractor Registry (CCR) until the final report is submitted or final payment is received, whichever is later.
- Request written approval from the NHPRC if your institution cannot contribute the amount of cost share in the approved budget.

Congratulations on your grant award. If you have any questions, please contact Daniel Stokes by phone at (202) 357-5487 or by email at daniel.stokes@nara.gov.

Sincerely,

Kathleen Williams
Executive Director,
National Historical Publications and Records Commission

Enclosure

cc: Gregory Sanford

Performance Objectives for NHPRC Project #RP-50057-11

Caledonia, Orleans, and Lamoille Counties Court Records Project

The following constitutes the final list of performance measures for your project. Please note the following:

- *The NHPRC will evaluate your project's performance in terms of the accomplishment of these objectives.*
- *Failure to achieve 70% of the objectives will result in your project being rated unsuccessful.*
- *If your project is rated unsuccessful, your institution may be less competitive for future grants. In addition, NHPRC may require additional monitoring or place other conditions on future grant projects that receive approval.*
- *If at any time during the project you need to discuss possible modifications to these objectives or have any questions, please contact Daniel Stokes (daniel.stokes@nara.gov, 202-357-5487).*

- 1) Submit complete reports by the deadlines in the Grant Award Summary.
- 2) Acknowledge the National Historical Publications and Records Commission in all print and electronic products, including web pages, that result from grant support. The Commission strongly encourages grantees to use the NHPRC logo in grant products and publications and to link to its website. The logo is available at: <http://www.archives.gov/nhprc/about/logo.html>. The final narrative report must include three copies of grant products, including items such as digitization guidelines and publicity materials.
- 3) Provide cost sharing that meets or exceeds the amount approved by the NHPRC.
- 4) Process 330 cubic feet of case files, place them in archival folders and boxes, and describe them at the box level.
- 5) Process 575 volumes of docket and record books.
- 6) Make descriptive information available through the grantee's online Record Series database and catalog records submitted to NUCMC and ArcCat, an online catalog of archives and manuscripts collections located in repositories throughout Vermont. Three EAD finding aids will also be created.
- 7) Create one exhibit for display at the Vermont History Expo and one web-based exhibit.

Project Summary

The Vermont State Archives and Records Administration (VSARA) welcomes the opportunity to submit this proposal for a detailed processing project to make accessible to the public the records of selected Vermont county courts from 1794 to 1945. We seek \$143,684 in grant funding for twenty-two months to complete this important work.

County court records in Vermont have long been difficult to access and under threat of physical deterioration. Recent developments however present opportunities for preserving these important records and making them more accessible to researchers. Vermont county courts – like many county courts throughout the country – were courts of general jurisdiction which heard both criminal and civil cases. In the aggregate, court cases document not only the judicial system but also the larger American experience, providing new perspectives on numerous issues, including crime and punishment, economics, and all facets of social history. Because they often provide details about the lives of individuals in a way that few other records do, court records also are particularly useful to genealogists and family historians. Moreover, when these records concern land disputes and similar issues, they not only relate history, but they also document rights that may persist today.

This project will arrange and describe county court records from three northern Vermont counties: Caledonia County, Lamoille County, and Orleans County. The records comprise 446 cubic feet which includes approximately 575 volumes and 330 cubic feet of case files. They represent all of the extant county court records for these three counties from their establishment

to 1945. It is expected that this project will serve as a foundation for additional efforts that will preserve and make accessible all of Vermont's historical court records.

The Goal and the Mission

The primary objective of this project is to provide greater public access to these important holdings through their systematic arrangement, detailed description, and effective preservation. In their present state, these records are accessible only to the most determined researcher. We intend to make these records accessible to all researchers by re-establishing the intellectual connections between the dockets, record books, and case files that represent the bulk of this material. As a result, researchers will have useful access to these records.

Summary of Plan of Work

The project seeks to hire one Project Archivist and one Archives Technician to complete the work. After preliminary planning, research, and inventorying, the records will be arranged and described according to professional standards. Separate finding aids will be created for each court's records. Descriptions will be entered into VSARA's online Record Series database, and catalog records will be submitted to NUCMC and ArcCat.

The purpose, progress, and success of the project will be promoted throughout the course of the work. Press releases and updates will periodically be sent to stakeholders. An exhibit at the Vermont History Expo as well as an online exhibit will promote the project, its goals, and its results to larger audiences.

Products to Be Completed During the Grant Period

- Three finding aids
- Three entries in the VSARA Record Series Database
- Catalog records submitted to NUCMC and ArcCat
- Two sets of press releases issued to national, regional, and local organizations.
- Vermont History Expo exhibit
- Web exhibit

Key Personnel

State Archivist: D. Gregory Sanford
Project Director: Scott Reilly

Vermont State Archives and Records Administration
1078 US RTE 2, Middlesex
Montpelier, VT 05633-7701

gsanford@sec.state.vt.us 802-828-2369
scott.reilly@sec.state.vt.us 802-828-2207

Performance Objectives

The performance measures for this project include:

- 1) the number of volumes processed
- 2) the cubic feet of case files processed
- 3) the number of finding aids and catalog records created
- 4) the number of press releases issued
- 5) the number of exhibits created

The metric for determining the overall success of the project will be based on the number of researchers using these records following the completion of the project.

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only**

Notice of Action # _____		Date Received (Stamp) _____
Action Taken _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgr Level _____ B/U _____	OT Cat _____	EEO Cat _____ FLSA _____
New Mgr Level _____ B/U _____	OT Cat _____	EEO Cat _____ FLSA _____
Classification Analyst _____	Date _____	Effective Date _____
Comments _____		Date Processed _____
Wills Rating/Components _____	Knowledge & Skills _____	Mental Demands _____
	Working Conditions _____	Accountability _____
	Total _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: New Current Job/Class Title: Archivist II 079800

Agency/Department/Unit: Secretary of State/VSARA GUC: 21200

Pay Group: 21A Work Station: Middlesex Zip Code: 05633-7701

Position Type: Permanent Limited Service (end date) 6/30/2014

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number: Scott Reilly, Achivist II, 828-2207

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 079800 Existing Job/Class Title: Archivist II

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

This RFR is submitted along with a Joint Fiscal Committee request for grant acceptance and establishment of a new limited service position.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties:

This position will be the project archivist for the Vermont Court Records Project. This project is funded by the National Archives. The project archivist will be responsible for organizing, directing and performing the activities of the project plan. The major duty of this position is the systematic arrangement, detailed description, and effective preservation of public records from three county courts.

2. Provide a brief justification/explanation of this request: This position is necessary for the completion of the grant project.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Paul Daley, Administrative Services Director

6. Who should be contacted if there are questions about this position (provide name and phone number): Paul Daley, x2477, pdaley@sec.state.vt.us

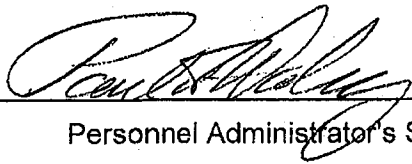
7. How many other positions are allocated to the requested class title in the department: One

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will

duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

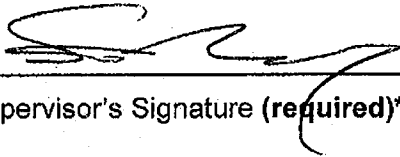
Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).



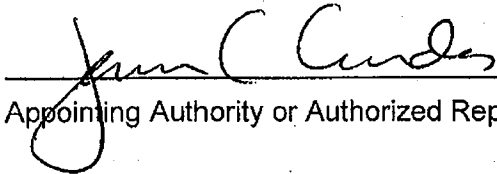
Personnel Administrator's Signature (**required**)*

8 Sept 11
Date



Supervisor's Signature (**required**)*

08/08/2011
Date

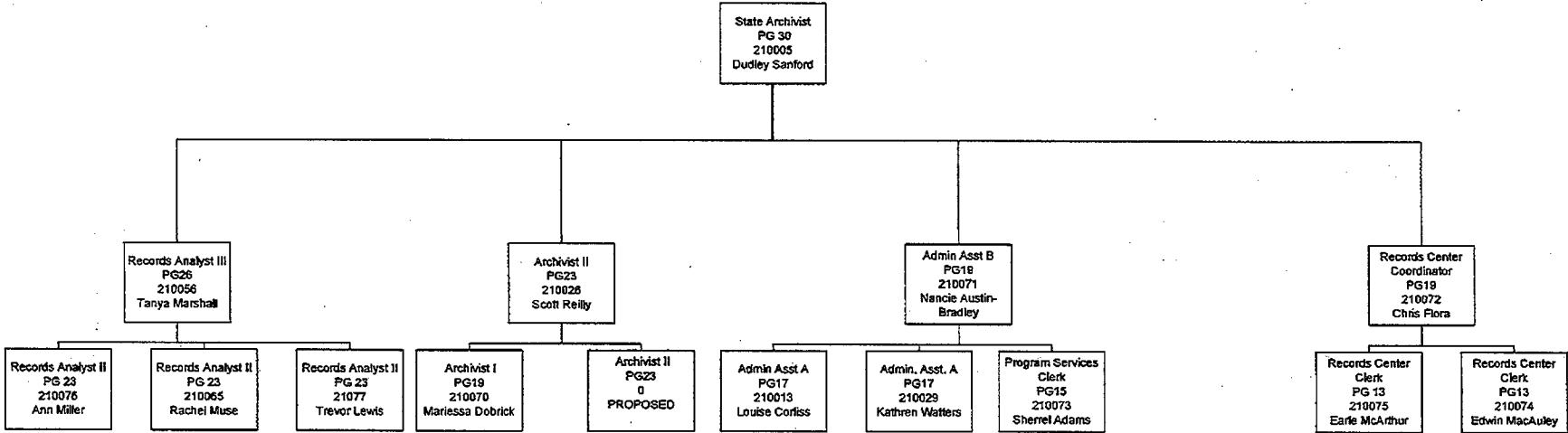


Appointing Authority or Authorized Representative Signature (**required**)*

9/8/2011
Date

* Note: Attach additional information or comments if appropriate.

**Secretary of State
Vermont State Archives and Records Administration**



**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION (NHPRC)
GRANT AWARD SUMMARY**

Catalog of Federal Domestic Assistance (CFDA) No. 89.003

Grantee: Vermont State Archives and Records Administration	Award Number: NAR11-RP-50057-11
Project Name: Caledonia, Orleans, and Lamoille Counties Court Records Project	Grant Amount: up to \$118,078
Project Director: Scott Reilly Archivist II Vermont State Archives and Records Administration 1078 US Route 2, Middlesex Montpelier, VT 05633-7701	Grantee Cost Sharing: \$169,290
	Budgeted Project Costs: \$287,368
	Grant Period: October 1, 2011 - July 31, 2013

By accepting this grant you agree to:

- Comply with all applicable Federal grants management and NHPRC rules and regulations. These are specified on our web site at <http://www.archives.gov/nhprc/administer/regulations.html> and <http://www.archives.gov/nhprc/administer/requirements.html>
- Adhere to the performance objectives (attached)
- Unless you have an exemption under 2 CFR 25.110, you must maintain an active registration with the Central Contractor Registry (CCR) until either the final report or the final payment has been received, whichever is later.
- Provide the cost sharing as specified in your budget dated July 22, 2011. You must have written approval from NHPRC to make any reduction in your total cost share.

· Submit interim narrative reports by:

Due Date:	Reporting Period:
· April 30, 2012	October 1, 2011 - March 31, 2012
· October 31, 2012	April 1, 2012 - September 30, 2012
· April 30, 2013	October 1, 2012 - March 30, 2013

· Submit interim financial report by:

Due Date:	Reporting Period:
October 31, 2012	October 1, 2011 - September 30, 2012

· Submit final narrative and financial reports by:

Due Date:	Reporting Period:
October 31, 2013	October 1, 2011 - July 31, 2013

NHPRC Contacts:

Grant Officer: Daniel Stokes, 202-357-5487 / daniel.stokes@nara.gov

For instructions on submitting financial and narrative reports, refer to:

<http://www.archives.gov/nhprc/administer/reporting.html>

For instructions on receiving payment, refer to:

<http://www.archives.gov/nhprc/administer/payment-instructions.html>

DUNS Number: 360745301

EIN Number: 036000264

NARA Accounting Code (agency use only): NAR0301SEXXXX.2011.610001.NAR0802600.4101.NAR0MGTO

Commission Recommendation: 06/2011 | **NABF Concurrence:** _____ / **Date:** _____

Opportunity Title:	Archives- Detailed Processing Projects
Offering Agency:	National Archives and Records Administration
CFDA Number:	89.003
CFDA Description:	National Historical Publications and Records Grants
Opportunity Number:	DETAILED-201010
Competition ID:	DETAILED-201010
Opportunity Open Date:	06/03/2010
Opportunity Close Date:	10/07/2010
Agency Contact:	Dan Stokes Director for State Programs daniel.stokes@nara.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Vermont Court Records Project

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
 Grants.gov Lobbying Form
 Assurances for Non-Construction Programs (SF-42 Attachments)

Optional Documents

Disclosure of Lobbying Activities

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify)**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Vermont State Archives and Records Administration

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

03-6000264

*** c. Organizational DUNS:**

3607453010000

d. Address:

*** Street1:**

1078 US RTE 2, Middlesex

Street2:

*** City:**

Montpelier

County:

*** State:**

VT: Vermont

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

05633-7701

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Scott

Middle Name:

*** Last Name:**

Reilly

Suffix:

Title:

Archivist II

Organizational Affiliation:

Vermont State Archives and Records Administration

*** Telephone Number:**

802-828-2207

Fax Number:

802-828-3710

*** Email:**

scott.reilly@sec.state.vt.us

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

National Archives and Records Administration

11. Catalog of Federal Domestic Assistance Number:

89.003

CFDA Title:

National Historical Publications and Records Grants

*** 12. Funding Opportunity Number:**

DETAILED-201010

* Title:

Archives- Detailed Processing Projects

13. Competition Identification Number:

DETAILED-201010

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of Vermont

*** 15. Descriptive Title of Applicant's Project:**

Caledonia, Orleans, and Lamoille Counties Court Records Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="143,684.00"/>
* b. Applicant	<input type="text" value="143,684.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="287,368.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

Vermont State Archives and Records Administration

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. * First Name: Scott Middle Name:

* Last Name: Reilly Suffix:

* Title: Archivist II

* SIGNATURE: Completed on submission to Grants.gov

* DATE: Completed on submission to Grants.gov

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	Project_Summary.pdf	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	Project_Narrative.pdf	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Sanford_Resume.pdf	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Reilly_Resume.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	VSARA_Job_Specifications.pdf	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Project_Budget.pdf	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Budget_Salary_Benefits_Narrat	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	VSARA_Mission_Vision_2010_An	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	VSARA_Appraisal_Policy.pdf	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Project_Plan_Staffing.pdf	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	Project_Plan_Schedule.pdf	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	Project_Plan_Supplies.pdf	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	ArcCat_Sample.pdf	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	VSARA_RecordSeriesDatabase_E	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	VSARA_Judiciary_MOU_20100923	Add Attachment	Delete Attachment	View Attachment

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <p>Archivist II</p>
<p>* APPLICANT ORGANIZATION</p> <p>Vermont State Archives and Records Administration</p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

1. Project Overview

The Vermont State Archives and Records Administration (VSARA) welcomes the opportunity to submit this proposal for a detailed processing project to make accessible to the public the records of selected Vermont county courts from 1794 to 1945. We seek \$ 143,684 in grant funding for twenty-two months to complete this important work.

The Records and Their Significance

Throughout the American experience, courts have been forums in which individuals have asserted their rights, defended their actions, and argued their interests. They are places where the laws enacted to govern and regulate society are applied to the real life circumstances of the individuals who comprise it. When documented in court records, this intersection of individual and government provides important insights about the people, their society, and their values at particular times and places in American history.

This project will arrange and describe county court records from three northern Vermont counties: Caledonia County, Lamoille County, and Orleans County. The records comprise 446 cubic feet which includes approximately 575 volumes and 330 cubic feet of case files. They represent all of the extant county court records for these three counties from their establishment to 1945. Because it rode circuit until 1906, Vermont Supreme Court files appear among these records and will be included in this project.

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

Vermont county courts – like many county courts throughout the country – were courts of general jurisdiction which heard both criminal and civil cases. In the aggregate, court cases document not only the judicial system but also the larger society, providing new perspectives on crime and punishment, economic issues, and all facets of social history. Because they often provide details about the lives of individuals in a way that few other records do, court records also are particularly useful to genealogists and family historians. Moreover, when these records concern land disputes and similar issues, they not only relate history, but they also document rights that may persist today.

While these records document life in these Vermont counties, their import extends beyond the Green Mountain State. Spanning the period from the early Republic to the end of World War II, these records document in part nearly one hundred and fifty years of the nation's history.

Caledonia, Orleans, and Lamoille Counties are similar to numerous other counties throughout the United States, and their history is emblematic of the broader American experience. For example, as counties near the Canadian border, their histories necessarily involve the immigrant experience and the interaction of different cultures in the borderlands. As rural counties, their stories include the booms and busts of agricultural endeavors and their ensuing effects on society. Yet, each county also had significant economic hubs that broaden the type of cases heard. St. Johnsbury in Caledonia County was the headquarters for the Fairbanks Scale Company, which served national and international markets, and was not unlike other nineteenth century factory towns that sprung up through industrialization. Newport and Brighton in Orleans County were major railroad hubs for Canadian and U.S. companies, while Lamoille County

contained diverse businesses from railroads to a calf skin business with national customers. As a result, these county court records provide windows into a wide range of narratives and legal practice.

The Need

In 1978, the NHPRC funded a pilot project by the Vermont Supreme Court to identify, describe, and reformat selected supreme and county court records prior to 1825 (Grant 78-058).

University of Vermont history professor Samuel Hand and graduate student Jeffrey Potash were the principle investigators and, in light of the challenges of their work, reported that “the original records, retained by the courts where they were created, have been scattered throughout thirteen Vermont counties, and are in varying states of preservation.”¹

The inaccessibility of and physical risks to Vermont’s court records have long been recognized. In most counties, the records have been stored in the basements and attics of the county courthouses where county clerks, overwhelmed by the day to day demands of the court, have neither the time nor training to maintain the records or to respond to requests for historic court files. While the 1978 project was successful in its original scope of processing 41 cubic feet of records, few efforts have been undertaken in the last three decades to provide for the long-term preservation of or access to the majority of the court records which still exist. As a result, significant documentation that dates back to the founding of Vermont in 1777 continues to remain largely inaccessible to the public.

¹ P. Jeffrey Potash and Samuel B. Hand, “Litigious Vermonters: Court Records to 1825.” Center for Research on Vermont Occasional Paper, no. 2, (Burlington, 1979), p. 1.

Opportunities and the Organization

Two recent developments present the opportunity to significantly improve this situation and bring these records into the light. In June 2010, the Vermont General Assembly passed legislation establishing a unified judiciary in the state. As part of this re-organization of the court system, a single agency, the Office of Court Administrator, assumes administrative authority over all Vermont courts. The Court Administrator's Office has already moved, in connection with VSARA, to develop a revised and comprehensive records management program for the entire court system. This effort necessarily involves addressing the legacy county court records still being stored in courthouses or which otherwise are in the custody of the courts. In support of this effort, VSARA has entered into an agreement with the Court Administrator's Office to accession all of Vermont's county court records prior to 1945 in order to provide for their archival management (see Appendix).

The second development has been the creation of the Vermont State Archives and Records Administration itself. The merger in 2008 of the Vermont Division of Public Records (Department of Buildings and General Services) and the Vermont State Archives (Office of Secretary of State) created a single state agency responsible for the management of Vermont public records across the records continuum. The consolidation of this function under the Office of Secretary of State removed numerous barriers to building an effective program to manage the state's public records in general and its archival records in particular.

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

Under the leadership of the State Archivist, VSARA has set a vision for becoming widely recognized for its professional archival and records management expertise and role in supporting the effective and efficient management of public records in the State of Vermont. In pursuit of this vision, VSARA's mission includes:

- Establishing and administering a records management program for Vermont public agencies;
- Promoting sound records management principles and practices;
- Storing inactive or semi-active State agency records according to records schedules;
- Appraising public records for continuing administrative, legal, or historic value; and
- Preserving and enhancing access to State government's archival records.

The State Archives Unit within VSARA oversees the state's archival management program. It carries out the full range of archival functions from arrangement and description to preservation and reference services. The unit collaborates closely with VSARA's Records Analysis Unit and records creators to appraise public records that may have enduring value. The unit is staffed by one professional archivist and the equivalent of one part-time reference services position.

The 2008 merger that created VSARA not only consolidated programs, it also resulted in the physical consolidation of the archives of the State of Vermont. Stored in and administered through a new, state-of-the-art archival facility that was commissioned in June 2010, the archives comprise approximately 6,500 cubic feet. They include papers, photographs, books, maps, audio-visual recordings, and digital records documenting all aspects of Vermont State government from 1760 to the present.

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

In addition to its physical consolidation, the intellectual consolidation of the state's archives has made them more accessible to researchers. In April 2010, the State Archives Unit finished entering descriptions of the 1500 cubic feet of archival records held by the former Division of Public Records into the existing State Archives database. As a result, the vast majority of the state's archival holdings has a minimum level of description and is now searchable on-line (<http://vermont-archives.org/research/database/series.asp>). New accessions in turn receive a basic level of description and are added to the database as soon as they are processed.

The court records that are the focus of this proposal currently constitute the only unprocessed backlog in the State Archives. Prior to the current agreement with the Vermont Judiciary, the State Archives' holdings of these county court records were fragmentary – the result of many years' worth of sporadic accessions with no overarching appraisal policy. The incomplete nature of the holdings necessarily precluded an attempt to arrange and describe these records in accordance with professional practice. The recent accession of the remaining court records from the three counties however has reconstituted the body of existing records so that they can be processed in their entirety up to 1945. Once processed, researchers will have access to the full range of the records in one place.

The Goal and the Mission

The primary objective of this project is to provide greater public access to these important holdings through their systematic arrangement, detailed description, and effective preservation. The processing of these court records is central to VSARA's mission of preserving and

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

enhancing access to Vermont State government's archival records. In their present state, these records are accessible only to the most determined researcher. The docket books lack basic description and many of the case files are no longer in docket order. As a result, researchers who currently attempt to use the records must proceed blindly in the hopes of stumbling upon relevant material. Most researchers however who have inquired about these particular records – and there have been approximately a dozen in the past six months alone – have decided to seek other sources rather than spend time sifting through this disorganized body of material.

We intend to make these records accessible to all researchers by re-establishing the intellectual connections between the dockets, record books, and case files that represent the bulk of this material. As a result, researchers will be able to locate the information contained in dockets and related indexes and use that information to navigate to record books and case files to discover additional information and context related to their subjects. Researchers will have useful access to these records as a result.

To achieve the goal of this project, the records require detailed processing. Description at the volume and case file level will afford researchers the necessary access points to expeditiously identify relevant records. In contrast, collection-level description would not improve current access to the records and item-level description would be too costly with little added benefit. Detailed processing however will utilize resources as efficiently as possible while ensuring that many more researchers can access these records in a manner that is useful to their pursuits.

2. Project Plan

The project will proceed as follows:

Stage I. Preliminary Work [3 months]

Following the grant award, the Project Director Scott Reilly, in consultation with the State Archivist Gregory Sanford, will advertise for and hire a Project Archivist. The Project Director and State Archivist, with input from the Project Archivist, also will advertise for and hire an Archives Technician to assist with processing the records.

The Project Archivist will be responsible for the day-to-day work of the project. During this stage of the project, the Project Archivist will become thoroughly oriented with the goals and overall plan of the project. In collaboration with the Project Director, he or she will begin planning for the work in detail. The Project Archivist also will research and write an agency history for each of the courts during this stage in preparation for the work. He or she will also issue the first promotional material related to the project in the form of press releases.

Stage II. Processing [16.5 months]

This stage of the project will focus on the actual arrangement and description of the records. The records will be processed in accordance with the VSARA Processing Manual which is based on DACS and MPLP principles. The Project Archivist and Archives Technician will begin this stage of the project by establishing work plans and conducting initial inventories of the records.

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

After the preliminary work, the records will be processed in two steps. All of the volumes will be arranged and described first followed by the case files. Each volume will be arranged and described by its court, type (i.e., clerk's docket, record book, judgments, etc.), and then term/date range. If a volume contains an index, that fact will be included in its description. The majority of the volumes are in good condition with less than 5% of the volumes estimated to be in poor condition. Volumes in poor condition will be placed in phase boxes; otherwise volumes will not be boxed. Any additional preservation measures will be undertaken outside of this project.

The case files will be arranged by court, by year, and then by docket number. In general, these records are in good condition. Approximately 170 cubic feet of case files however are no longer in docket order. These records will require significant time to re-order. The remaining 160 cubic feet have been maintained in docket order but in tri-fold form. These records will be unfolded and flattened. All case files will be foldered and re-housed in archival boxes. Any additional preservation measures will be undertaken outside of this project.

Once each court's records are processed, a finding aid will be created. The finding aids will include the agency history and then outline the arrangement of the records. Volumes will be described by court term and date range. Case files will be described at the box level with docket number ranges. Entries for each court's records will be included in the VSARA Record Series database along with the finding aid. The entries will be similar to those created for the earlier NHPRC project (see Appendix)

Stage III. Promotion [4 months]

In order to inform the public about the project, its goals, and its results, VSARA will employ several strategies. First, the Project Archivist will submit catalog records to national and regional databases to foster the discovery of the records by researchers. At the national level, a catalog record for each court's records will be submitted to the National Union Catalog of Manuscript Collections (NUCMC). On a regional level, catalog records will be submitted for inclusion in ArcCat, an online catalog of Vermont archives and manuscripts (see Appendix). Catalog records will be created and submitted after all of the records have been processed.

Second, the Project Archivist will issue press releases detailing the project's scope and purpose to numerous interest groups at the national, regional, and local level. For example, press releases will be sent to various H-net Discussion Networks to promote the use of the records by scholars in the humanities and social sciences. Press releases also will be sent to the American Society for Legal History as well as the Vermont Judicial History Society. Regional and local archival, historical and genealogical organizations will be sent press releases in addition to state and local media outlets. Formal press releases will be issued at the beginning of the project and at the completion of the processing stage. Informal announcements and updates related to the project will be periodically posted on the VSARA Web site as well.

Third, an exhibit designed around the court records will be showcased at the Vermont History Expo in June 2012. This biennial event attracts between 4,000 and 8,000 visitors from throughout New England. The exhibit will include narratives based on the records as well as

information about the processing project itself. A handout about the records and the project will supplement the exhibit. The exhibit will be created and displayed during the processing stage of the project in order to take advantage of the Expo.

Finally, a Web exhibit based in part on the Expo exhibit will be produced and included on the VSARA Web site. The Web exhibit will incorporate information about the entire project to a larger audience. This exhibit will be created and launched after all of the records have been processed.

3. Deliverables and Evaluation

The project deliverables as previously outlined are as follows:

- a. Three finding aids
- b. Three entries in the VSARA Record Series Database
- c. MARC catalog records submitted to NUCMC and ArcCat
- d. Two sets of press releases issued to national, regional, and local organizations.
- e. Vermont History Expo exhibit
- f. Web exhibit

These products are intended to help achieve the primary objective of this project: providing researchers greater access to these records. The ultimate success of the project will be measured against this goal. Researcher access will be measured by recording how many researchers request these records through VSARA's Reference Room. VSARA currently tracks the use of all of its holdings in this manner, and the court records will be similarly monitored.

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

This project also will be evaluated in order to plan and inform future projects. While this project will address the records of three Vermont county courts, the records of eleven other Vermont county courts will remain to be processed. Like any project, it is anticipated that this initial processing project will result in the discovery of more effective and efficient ways to open these types of records to the public. The experience of this project will assist VSARA in developing a working model to guide future court records projects. VSARA looks forward to capitalizing on this knowledge in pursuing future projects as well as sharing its experience with other repositories undertaking similar initiatives.

4. Staff Resources

This project seeks to hire one full-time Project Archivist and one full-time Archives Technician to complete the work. These positions are in addition to the State Archivist, Project Director and support staff currently employed by VSARA who also will be engaged in the project. In general, all staff engaged in the work must be organized; detail-oriented; able to work as a team; able to effectively communicate verbally and in writing; and able to meet deadlines.

The Project Archivist will be hired into an existing State of Vermont job classification as an Archivist II (see Appendix). He or she will be responsible for the day-to-day work of the project. He or she will collaborate with the project director to establish the general conduct of the project, but largely will work independently to achieve project objectives. He or she will have a Master's degree or higher from an accredited college or university in library science, information studies, records or archival management. He or she will have a working knowledge

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

of archival, records and information management theory, principles, methodology, applications, professional standards, and ethics that guide archival management work. In addition, he or she will have significant prior experience arranging and describing archival records, and will have some knowledge of court records in particular. He or she will be able to exercise independent judgment, set priorities, follow schedules, and supervise and direct the work of the Archives Technician.

The Archives Technician will be hired into an existing State of Vermont job classification as an Archivist I (see Appendix). He or she will work under the direct supervision of the Project Archivist. He or she will have some knowledge of archival practices, and be able to assist in the arrangement and description of archival records. He or she also will assist in the creation of promotional materials and exhibits.

The project director Scott Reilly will be responsible for the ultimate success of the project. He will collaborate with the Project Archivist to establish plans of work and provide all requisite support necessary to complete the project goals. In addition, he will undertake all grant management responsibilities, including reporting requirements.

5. Performance Objectives

The performance objectives for this project mirror the stages outlined in the plan. For the Processing stage, the performance objectives will be measured by:

- 1) the number of volumes processed

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Narrative

- 2) the cubic feet of case files processed
- 3) the number of finding aids and catalog records created

The performance objectives for the Promotion stage will be measured by:

- 1) the number of press releases issued
- 2) the number of exhibits created

The metric for determining the overall success of the project will be based on the number of researchers using these records following the completion of the project.

VITA
D. Gregory Sanford

CURRENT ADDRESS:

1078 US RTE 2, Middlesex, Montpelier, VT 05633-7701
Telephone: (802) 828-2369

EDUCATION:

M.A., University of Vermont, Burlington, VT
1974 - 1977 (History)
B.A., Washington College, Chestertown, MD
1965 - 1969 (History)

PRESENT POSITION:

State Archivist, Secretary of State's Office,
Montpelier, VT 05602
October 1982 -

EXPERIENCE:

Participant, Vermont Historical Records Advisory Board
Regrant project, funded by National Historical
Publications and Records Commission (NHPRC), 1996-1998
Project Director, Vermont State Information Strategy
Project, funded by National Historical Publications and
Records Commission (NHPRC), 1994-1996
Participant, Archives Strategic Planning Program conducted
by National Association of Government Archives and
Records Administration funded by NHPRC, 1989-1990
Project Director, Archival Workshop Project/Travel/Meeting
Expense, funded by NHPRC, 1988
Project Director, The Stevens Papers Microfilm Project,
funded by National Endowment for the Humanities, 1987-
1988
Project Director, Assessment of Vermont's Records Needs,
funded by NHPRC, 1984-1986
Research Associate, Center for Research on Vermont, for
National Endowment for the Humanities grant on "The
Erosion of Republican Hegemony in Vermont, 1927-74",
1979-1981
Coordinator, M.I.T. Oral History Program funded by Mellon
Foundation, 1977-78

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES:

Vermont Information Strategies Task Force on Archives,
Records And Technology, 2007-
Study Committee on Strategic Plan for Executive Agency
Records, 2005-2006
Consultant, Legislative Council Study on Public Records,
Privacy, and Electronic Access, 2004-2005
Vermont Information Resource Management Advisory Committee,
1994 - 1997
Vermont Information Systems Advisory Council, 1993-1994
Council of State Coordinators, Steering Committee,
1993-1996

Government Information Study Group, 1991-1994
Chairman, Subcommittee on Preservation, 1992-1994
Vermont Public Records Advisory Board, Chairman, 1991-
Vermont Statehood Bicentennial Commission,
Chairman, Publications Committee, 1989-1992;
Executive Board, 1990-1992
Governor's Commission on Native American Affairs, 1985-
1990 Center for Research on Vermont Executive Committee
1983-1989; 2001-2007; chair, 2004-2007

New England Archivists, Executive Committee, 1984-1990;
Vice President, 1987-1988; President, 1988-1989;
Advisor, Education Through Cooperation Project, funded
by NHPRC
Vermont Historical Records Advisory Board, NHPRC
(Coordinator, 1982 - ;)

PUBLICATIONS/PRESENTATIONS (recent examples)

Contributor, Larry Hackman, ed. Archival Advocacy
(publication in progress as of 2008)

Contributor, Terry Cook, ed. Documenting Society and
Institutions: Essays in Honor of Helen Willa Samuels (Society of
American Archivists, scheduled for publication 2012)

"Managing Change at the Vermont State Archives," (with Tanya
Marshall) in Bruce W. Dearstyne, ed. Leading and Managing Archives
and Records Programs: Strategies for Success (Neal-Schumann,
2008)

Contributor, Managing Gubernatorial Records: A Guide for
Governors (National Governors' Association, 2006)
Executive Agency Records Report (Vermont General Assembly,
2006)

"Continuing Issues" web publication 1999- (available at:
<http://vermont-archives.org/govhistory/governance/index.htm>)

"Voice From the Vault," monthly column in Opinions, A
Monthly Publication of the Vermont Secretary of State, 2003-
Compiled columns can be found at: <http://vermont-archives.org/publications/voice/index.htm>

Presentations have been given to the National Association of
Government Archives and Records Administrators; the Society of
American Archivists; the New England Archivists; the Vermont
Judicial History Society; the Center for Research on Vermont; and
others

AWARDS (examples)

New England Archivists Distinguished Service Award, 2002
Society of American Archivists, Hamer-Kegan Award, 2002
Certificate of Appreciation, Council of State Archivists,
2006

Scott Edward Reilly

1078 US RTE 2, Middlesex
Montpelier, VT 05633-7701
(802) 828-2207
scott.reilly@sec.state.vt.us

EDUCATION

University of Texas at Austin

August 2006-May 2008

MS, Information Studies May 2008

3.8 GPA

Concentration: Archives and Records Management

Honors: School of Information Academic Competitive Scholarship, 2007-2008

University Preemptive Recruitment Fellowship, 2006-2007

University of Notre Dame, Notre Dame, IN

August 1993-May 1997

BA, History May 1997

3.5 GPA

Honors: Cum Laude

1997 Monsignor Francis A. O'Brien Prize – Department of History Writing Award

EXPERIENCE

Archivist II – Vermont State Archives and Records Administration

March 2010-Present

– Develops and administers the state's archival management program.

Responsibilities:

– Creates and implements policies and procedures to guide all aspects of the State Archives in accordance with professional standards.

– Performs the full range of archival functions, including appraisal, arrangement and description, preservation, and reference services.

– Collaborates with both internal and external groups to promote the use of archival records throughout the state.

– Oversees the transfer of legal custody of public records from creating agencies to the State Archives.

Records Analyst II – Vermont State Archives and Records Administration

July 2008-March 2010

– Collaborated to administer a state records management program, including the development and implementation of standards and best practices.

Responsibilities:

– Researched and analyzed the functions of state government, including their evolution, in support of the Vermont Functional Classification System.

– Led projects in partnership with records creators to create records management programs that satisfy legal, administrative, and archival requirements.

– Explained the value of records management to agency staff at all levels of state government, and trained agency personnel in sound records management practices.

– Developed policies and procedures to establish a network of over 500 records officers and records liaisons across state government.

– Wrote and published quarterly electronic newsletters on emerging records policies, standards, and resources for records officers and liaisons

Records Management Project Lead - State of Texas Office of the Attorney General

January 2008-May 2008

– Developed policies and procedures to reclassify 88,000 inactive litigation case files to meet the Office of the Attorney General's information needs and to facilitate the Texas State Library and Archives Commission's archival appraisal.

Responsibilities:

- Researched the recent history of the Office of the Attorney General using functional analysis.
- Created Access databases and Excel spreadsheets to analyze the inactive case files.
- Analyzed the current records management practices of 17 distinct litigation divisions.
- Garnered the support of the individual divisions to participate in the program.
- Recommended policies and procedures to facilitate future archival appraisal.

Processing Archivist – Austin Presbyterian Theological Seminary, Austin, TX

Fall 2007

- Arranged and described the William I. Woods Papers according to archival standards.
- Identified confidentiality and preservation issues within the papers, and recommended appropriate actions to the Archivist.

Project Manager – John J. Brennan Construction Co., Inc., Shelton, CT

June 2000-July 2006

– Oversaw water distribution infrastructure projects from initial design through to completion for a variety of clients, including municipalities and utility companies

Responsibilities:

- Planned, scheduled, and directed the daily operations of work teams on as many as four projects concurrently throughout western Connecticut.
- Estimating, budgeting, purchasing, and inventory control for individual projects, some in excess of \$1.5 million.
- Researched and implemented new construction methods and technologies to provide efficient and cost-effective solutions to clients.
- Independently and in consultation with vice-presidents and superintendents, established priorities and adapted them to meet both short- and long-term project goals.

SKILLS

Proficient in MS Word, Excel, Outlook, Access, Visio, Internet Explorer, Adobe Photoshop, Adobe Acrobat. Familiar with EAD, MARC, and DACS.

MEMBERSHIPS Vermont Historical Records Advisory Board

Society of American Archivists

ARMA International

New England Archivists

REFERENCES Available upon Request

NHPRC Proposal
Caledonia, Orleans, and Lamoille Counties Court Records Project
Job Specifications

Archives Technician

The Archives Technician position for this project will be hired under the existing Archivist I classification:

http://humanresources.vermont.gov/services/classification/job_specifications?code=079700

Project Archivist

The Project Archivist position for this project will be hired under the existing Archivist II classification:

http://humanresources.vermont.gov/services/classification/job_specifications?code=079800

National Historical Publications and Records Commission
BUDGET FORM

Project Director: Scott Reilly
 Applicant Organization: Vermont State Archives and Records Administration
 Requested Grant Period From (mo/yr): October 2011 Thru (mo/yr): July 2013
 If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper. Click [HERE](#) to see the detailed instructions.

SECTION A – Year #1

Budget detail for the period FROM (mo/yr): October 2011 THRU (mo/yr): September 2012

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the budget. For projects that will run less than eighteen months, only the last column of the budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
Gregory Sanford/State Archivist	[]	74,800 x .05	\$	\$ 3,740	\$ 3,740
Scott Reilly/Project Director	[]	42,660 x .20	\$	\$ 8,532	\$ 8,532
Project Archivist	[1]	36,734 x 1.00	\$ 36,734	\$	\$ 36,734
Archives Technician	[1]	24,280 x 1.00	\$	\$ 24,280	\$ 24,280
	[]		\$	\$	\$
	[]		\$	\$	\$
	[]		\$	\$	\$
SUBTOTAL			\$ 36,734	\$ 36,552	\$ 73,286

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
23.451 % of \$	73,286	\$ 8,614	\$ 8,572	\$ 17,186
0.255 % of \$	3,740	\$	\$ 10	\$ 10
flat rate % of \$		\$ 11,982	\$ 13,275	\$ 25,257
SUBTOTAL		\$ 20,597	\$ 21,857	\$ 42,453

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ 0	\$ 0	\$ 0

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
Office supplies - 2 new staff	estimate	\$ 400	\$ _____	\$ 400
Archival boxes, labels, folders	_____	\$ 1,866	\$ 2,910	\$ 4,776
Phase boxes for volumes	_____	\$ 263	\$ _____	\$ 263
Book labels	_____	\$ 259	\$ _____	\$ 259
Exhibit materials	_____	\$ 750	\$ _____	\$ 750
Printing	_____	\$ 450	\$ _____	\$ 450
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 3,988	\$ 2,910	\$ 6,898

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 61,319	\$ 61,319	\$ 122,637
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9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: U.S. Department of Health & Human Services, Program Support Center
Date of agreement: 08/27/2010

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
21.80 % of	\$ 122,638	\$ 0	\$ 26,735	\$ 26,735
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ 0	\$ 26,735	\$ 26,735

10. Total Project Costs \$ 61,319 \$ 88,054 \$ 149,372
(Direct and Indirect) for budget period.

National Historical Publications and Records Commission
BUDGET FORM

Project Director: Scott Reilly
 Applicant Organization: Vermont State Archives and Records Administration
 Requested Grant Period From (mo/yr): October 2011 Thru (mo/yr): July 2013
 If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

SECTION A – Year#2 (if needed)

Budget detail for the period FROM (mo/yr): October 2012 THRU (mo/yr): July 2013

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
<u>Gregory Sanford/State Archivist</u>	[]	<u>71,472 x .05</u>	\$ _____	\$ <u>3,574</u>	\$ <u>3,574</u>
<u>Scott Reilly/Project Director</u>	[]	<u>40,844 x .20</u>	\$ _____	\$ <u>8,169</u>	\$ <u>8,169</u>
<u>Project Archivist</u>	[1]	<u>34,897 x 1.00</u>	\$ <u>34,897</u>	\$ _____	\$ <u>34,897</u>
<u>Archives Technician</u>	[1]	<u>25,104 x 1.00</u>	\$ <u>2,739</u>	\$ <u>22,366</u>	\$ <u>25,105</u>
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ <u>37,636</u>	\$ <u>34,109</u>	\$ <u>71,745</u>

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
<u>.23451</u> % of \$ <u>71,745</u>		\$ <u>8,184</u>	\$ <u>8,641</u>	\$ <u>16,825</u>
<u>.00255</u> % of \$ <u>3,574</u>		\$ _____	\$ <u>9</u>	\$ <u>9</u>
<u>flat rate</u> % of \$ _____		\$ <u>10,940</u>	\$ <u>13,005</u>	\$ <u>23,945</u>
SUBTOTAL		\$ <u>19,124</u>	\$ <u>21,655</u>	\$ <u>40,779</u>

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ 0	\$ 0	\$ 0

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 56,760	\$ 55,764	\$ 112,524
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9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: U.S. Department of Health & Human Services, Program Support Center
Date of agreement: 08/27/2010

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
21.80 % of \$	<u>112,524</u>	\$ <u>0</u>	\$ <u>24,530</u>	\$ <u>24,530</u>
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ <u>0</u>	\$ <u>24,530</u>	\$ <u>24,530</u>

10. Total Project Costs \$ 56,760 \$ 80,294 \$ 137,054
(Direct and Indirect) for budget period.

National Historical Publications and Record Commission
BUDGET FORM

Project Director: Scott Reilly

Applicant Organization: Vermont State Archives and Records Administration

Requested Grant Period From (mo/yr): October 2011 Thru (mo/yr): July 2013

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper

SECTION A – Year #3 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
_____ % of \$	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ 0	\$ 0	\$ 0

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 0 \$ 0 \$ 0

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ 0	\$ 0	\$ 0

10. Total Project Costs \$ 0 \$ 0 \$ 0
(Direct and Indirect) for budget period.

SECTION B

SUMMARY BUDGET

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

<i>Budget categories</i>	First year from: October 2011 thru: September 2012	Second year from: October 2012 thru: July 2013	Third year from: thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$ 73,286	\$ 71,745	\$ 0	= \$ 145,031
2. Fringe benefits	\$ 42,453	\$ 40,779	\$ 0	= \$ 83,232
3. Consultant fees	\$ 0	\$ 0	\$ 0	= \$ 0
4. Travel	\$ 0	\$ 0	\$ 0	= \$ 0
5. Supplies and materials	\$ 6,898	\$ 0	\$ 0	= \$ 6,898
6. Services	\$ 0	\$ 0	\$ 0	= \$ 0
7. Other costs	\$ 0	\$ 0	\$ 0	= \$ 0
8. Total direct costs (Items 1-7)	\$ 122,637	\$ 112,524	\$ 0	= \$ 235,161
9. Indirect costs	\$ 26,735	\$ 24,530	\$ 0	= \$ 51,265
10. Total project costs (direct and indirect)	\$ 149,372	\$ 137,054	\$ 0	= \$ 286,426

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or federal matching funds that is requested from NHPRC.
2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
3. Total Project Funding should equal Total Project Costs.

1. REQUESTED

Outright	\$ 118,078
Federal Matching	\$ _____
TOTAL FUNDING	\$ 118,078

2. COST SHARING

Applicant's contributions	\$ 169,290
Third-party contributions	\$ _____
Project income	\$ _____
Other federal agencies	\$ _____
TOTAL COST SHARING	\$ 169,290

3. TOTAL PROJECT FUNDING (Total Funding + Total Cost Sharing): \$ 287,368


Submission of a Revised Budget

When submitting a revised budget, the Institutional Grant Administrator or Individual Applicant should provide the information requested below. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level under "Project Funding."

Name and Title: Scott Reilly, Archivist II

Telephone: 802-828-2207

E-mail: scott.reilly@sec.state.vt.us

Signature: 

Date: 07/27/2011

NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Budget: Salary and Benefits Narrative

Salaries and Wages

Year 1 includes 5% of State Archivist's pay and 20% of Project Director's pay for 25 pay periods. The Project Archivist is fully federally funded for 23 pay periods. The Archives Technician is state funded for 19 pay periods. The reduced number of pay periods for the Project Archivist and Archives Technician in Year 1 take into account the time needed to hire these individuals.

Year 2 includes State Archivist's pay and Project Director's pay at the same percentages as Year 1, but for 23 pay periods; the Project Archivist's pay for 20.5 pay periods; and the Archives Technician for 18.5 pay periods. Project completion dates for the State Archivist and Project Director is targeted for May 3, 2013; for March 29, 2013 for the Project Archivist; and March 1, 2013 for the Archives Technician.

Fringe Benefits

Fringe Benefits that are a percentage of salary are calculated as 7.65% for FICA, 15.37% for Retirement, and 0.431% for Life Insurance. The total equals 23.451%. Medical, dental, and EAP benefits are calculated at flat rates for two-person coverage.

The Vermont State Archives and Records Administration (VSARA) is a division within the Office of the Secretary of State.

It is the mission of VSARA to:

- Advise and guide public agencies in records and information management.
- Appraise and schedule public records so they are preserved only as long as they have a legal or administrative value.
- Preserve and enhance access to the State government's archival records.
- Operate a secure State Records Center for non-permanent and inactive agency records.

To achieve this mission VSARA will establish and maintain partnerships with other public agencies and organizations, including the Department of Information and Innovation and its different units in order to effectively manage digital records.

The statutory authorities for VSARA are primarily within 3 V.S.A. §117 and 3 V.S.A. §218. In addition VSARA fulfills other statutory responsibilities assigned the Secretary of State including supervising Vermont notaries; providing clerical oversight for the Administrative Procedures Act; and helping meet Legislative Clerk obligations.

VISION STATEMENT

The Vermont State Archives and Records Administration will be widely acknowledged for its professional archival and records management expertise and role in supporting the effective and efficient management of public records within the State of Vermont.

GOALS

- The State of Vermont will have a professionally managed and accessible research facility that enhances access to the State's archival records.
- Public agencies will have the tools and resources necessary to manage their records and information in an effective and efficient manner.
- Constituents will receive professional and responsive administrative services.
- State agencies will have a low-cost, secure facility for storing records that must be maintained for a set period of time to meet audit, fiscal, legal, or administrative needs.

STAFF

VSARA has two professional archivists, three records analysts, an administrative services coordinator, three records center staff, two clerks, and three administrative assistants. One archivist position is currently vacant due to the recent retirement of the incumbent. In January seven positions in the former reformatting unit were eliminated.

Pursuant to 3 V.S.A. § 117(g)(2), the Vermont State Archives and Records Administration (VSARA) identifies the following records as having continuing value to the State of Vermont and therefore shall be appraised as archival.

1. Records providing evidence of persistent legal status, rights, and entitlements of individuals, groups, organizations, and public agencies.

"Persistent" means legal status, rights, and entitlements do not expire, despite the passage of time.

2. Records providing evidence of significant agency policies and procedures.

"Significant" means policies and procedures which have a noticeable, measurable, or critical effect on agency development, processes or activities.

3. Records providing evidence of agency deliberations, decisions, and actions relating to major social, economic, political, and environmental issues.

"Major" means issues that affect a greater portion of the population; are greater in scope or effect than other issues; or require greater attention or concern.

4. Records providing evidence of the significant effects of agency programs and actions on individuals, communities, and the man-made and natural resources of the State.

"Significant" means programs and actions that have a noticeable, measurable, or critical effect on the individuals, communities, and the man-made and natural resources the agency serves.

5. Records that substantially enrich the understanding of Vermont's history, society, culture, ideas, and people at the level of statewide prominence.

"Substantially" means records that are extraordinary in scope or evidential value and not preserved elsewhere.

Agencies and VSARA record analysts shall apply the General Appraisal Criteria to determine what business functions generate archival records. In special circumstances, certain records may be appraised as archival even though their record schedules state that they are non-archival. These records will receive a waiver from VSARA and be exempt from destruction. Contact VSARA directly for waiver information.

RECORDS CLASSIFIED AS ARCHIVAL PRIOR TO JULY 1, 2008

Records previously classified as archival that were transferred into the legal custody of the Secretary of State or the Director of Public Records prior to July 1, 2008 are hereby appraised as archival and are not subject to further review or reappraisal without permission from the Vermont State Archivist.

REVISION HISTORY

<i>Date</i>	<i>Revisions</i>	<i>Editor</i>
2009-10-21	Policy statement regarding records that were previously classified as archival and transferred to either the Secretary of State or Director of Public Records under previous laws was added.	tmarshall
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

NHPRC Proposal 2010
 Caledonia, Orleans, and Lamoille Counties Court Records Project
 VT State Archives and Records Administration
 Staffing Requirements

Scope:	Duration	Staffing	Notes
Preliminary Work			
1. Advertise for and Hire Project Archivist	6 weeks	Project Director State Archivist	
2. Planning	3 weeks	Project Director Project Archivist	
3. Advertise for and Hire Archives Technician	6 weeks	Project Director Project Archivist	
4. Research	2 weeks	Project Archivist	
5. Write Agency History for Each Court	2 weeks	Project Archivist	
5. Compile Mailing List; Write and Issue First Press Release	1 week	Project Archivist	
Processing			
1. Preliminary Inventory and Planning	6 weeks	Project Archivist Archives Technician	
2. Process Volumes (approx. 575 ea.)	8 weeks	Project Archivist Archives Technician	approx. 1 hour per volume A. Caledonia County (approx. 290 ea.) B. Orleans County (approx. 80 ea.) C. Lamoille County (approx. 205 ea.)
3. Process Case Files	52 weeks	Project Archivist Archives Technician	A. Caledonia County (approx. 170 cf; no docket order) @ 12 hours per cf B. Orleans County (approx. 103 cf; tri-fold) @ 10 hours per cf C. Lamoille County (approx. 58 cf; tri-fold) @ 10 hours per cf
4. Create Finding Aids and Create Database Entries	3 weeks	Project Archivist Archives Technician	Each court's finding aid will be created as soon as all of the court's records are processed.
Promotion			
1. Create Catalog Records and Submit to NUCMC and ArcCat	2 days	Project Archivist	
2. Write and Issue Second Press Release	1 day	Project Archivist	
3. Design, Create, and Present Exhibit at Vermont History Expo 2012	6 weeks	Project Archivist Archives Technician	
4. Design and Create Web Exhibit	6 weeks	Project Archivist VSARA IT Staff	
Evaluation, Assessment and Reporting			
1. Project Supervision and Reporting	84 weeks	Project Director State Archivist	

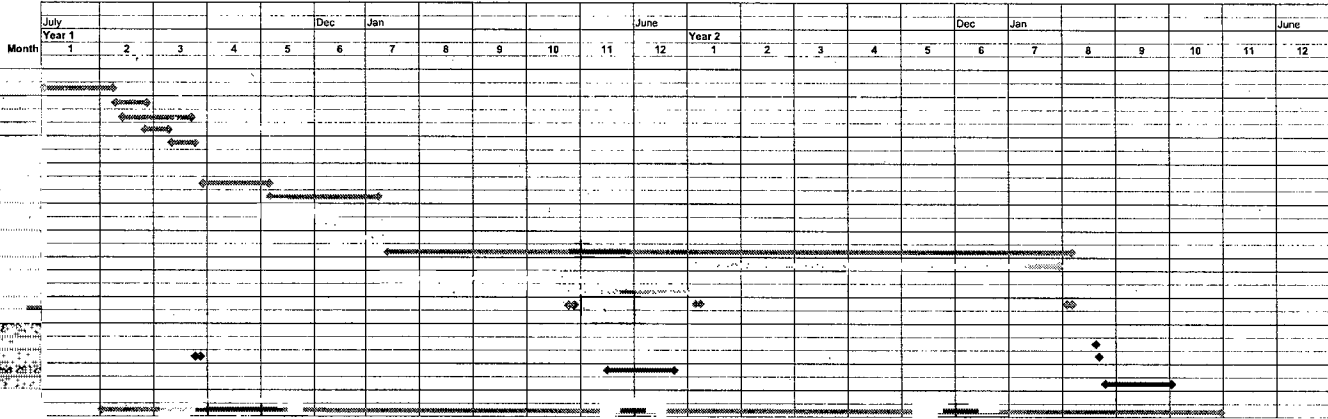
NHPRC Proposal 2010
Caledonia, Orleans, and Lamoille Counties Court Records Project
VT State Archives and Records Administration
Project Schedule

Scope:

- Preliminary Work**
- 1. Advertise for and Hire Project Archivist
 - 2. Planning
 - 3. Advertise for civil Hire Archives Technician
 - 4. Research

Phase I

- 1. Inventory, appraisal and packing
- 2. Project Overview (Pages 205-211)
 - A. Caledonia County (Pages 205-208)
 - B. Orleans County (Pages 208-211)
 - C. Lamoille County (Pages 211-213)
- 3. Project Plan
- 4. Research
- 5. Planning
- 6. Inventory
- 7. Appraisal
- 8. Packing
- 9. Transfer
- 10. Reporting



NHPRC Proposal 2010
 Caledonia, Orleans, and Lamoille Counties Court Records Project
 VT State Archives and Records Administration
 Supplies

Project Stage	Description	Quantity	Cost	Total
Preliminary Work	Office Supplies/Set-up for two workstations	1 LS	\$400.00	\$400.00
Processing	Phase Boxes for Volumes	35 EA	\$7.50	\$262.50
	Archival Boxes for Case Files	330 EA	\$8.20	\$2,706.00
	Archival Folders, pkg. of 100	50 EA	\$33.20	\$1,660.00
	Archival Labels, pkg. of 50	19 EA	\$21.60	\$410.40
	Book labels	575 EA	\$0.45	\$258.75
Promotion	Exhibit Materials	1 LS	\$750.00	\$750.00
	Printing	1 LS	\$450.00	\$450.00
			Total	\$6,897.65



Database Name: ARCCAT: Catalog of Vermont Archives & Manuscripts

Search Request: Author = Vermont. Governor's Commission on the Status of Women.

Search Results: Displaying 10 of 11 entries

previous next

Bibliographic

MARC

Main Author: Vermont. Governor's Commission on the Status of Women.

Title: Records, 1964, 1965, 1969-1985.

Description: 13 cu. ft.

Organized into nine series: Minutes, Correspondence, Administrative Files, Committees/Task Forces, Subject Files, Project Against Domestic Violence/Spouse Abuse Grants, Publicity, the Equal Rights Amendment, and International Women's Year.

Bio/History Note: Governor Philip Hoff created the Governor's Commission on the Status of Women on November 23, 1964. The Commission was re-established by Governor Deanne Davis' executive order #15 on October 22, 1969. The life of the Commission was indefinitely extended by Davis on January 9, 1971 (executive order #15a.) Governor Thomas Salmon changed the length of the Commissioner's terms from two to four years by executive order #23 on October 30, 1973. The Commission was redefined and renamed the "Governor's Commission on Women" by Governor Madeleine Kunin on January 10, 1986 (executive order #20.)

Scope & Content: These records cover the Commission's first twenty-one years, from its inception in 1964 until its reorganization as the Commission on Women in January 1986. The records document in detail the activities of the Commission and its staff as well as the evolving goals and priorities of the Commission over the years. There is considerable material on the Commission's work to change statutes discriminatory towards women, to pass the federal ERA, to educate employers on affirmative action, to help women learn job-hunting techniques, and to combat domestic violence.

Notes: Inventory available at the Archives; Folder level control.

Subject(s): Women Vermont.

Other Author(s): Cassara, Beverly Benner,

McNeer, Lenore,

Kent, Karen,

McEntyre, Judith,

Gil, Gloria,

Jones, Betty,

Kent, Karen,

Kite, Constance L.,

Sarcka, Anne,

Heglund, Lynn,

Location: Office of the Secretary of State Vermont State Archives 26 Terrace St., Montpelier, Vt. 05609-1103

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Search Headings Titles History Help Exit

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 092 __ |a Vt St Arc
 110 1_ |a Vermont. |b Governor's Commission on the Status of Women.
 245 00 |k Records, |f 1964, 1965, 1969-1985.
 300 __ |a 13 |f cu. ft.
 351 __ |a Organized into nine series: Minutes, Correspondence, Administrative Files, Committees/Task Forces, Subject Files, Project Against Domestic Violence/Spouse Abuse Grants, Publicity, the Equal Rights Amendment, and International Women's Year.
 520 8_ |a These records cover the Commission's first twenty-one years, from its inception in 1964 until its reorganization as the Commission on Women in January 1986. |b The records document in detail the activities of the Commission and its staff as well as the evolving goals and priorities of the Commission over the years. There is considerable material on the Commission's work to change statutes discriminatory towards women, to pass the federal ERA, to educate employers on affirmative action, to help women learn job-hunting techniques, and to combat domestic violence.
 545 __ |a Governor Philip Hoff created the Governor's Commission on the Status of Women on November 23, 1964. The Commission was re-established by Governor Deanne Davis' executive order #15 on October 22, 1969. The life of the Commission was indefinitely extended by Davis on January 9, 1971 (executive order #15a.) Governor Thomas Salmon changed the length of the Commissioner's terms from two to four years by executive order #23 on October 30, 1973. The Commission was redefined and renamed the "Governor's Commission on Women" by Governor Madeleine Kunin on January 10, 1986 (executive order #20.)
 544 __ |d Related material: Records of Governors Davis, Salmon, Snelling and Kunin; |a Vermont State Archives.
 544 __ |a Related material: Records of Governor Hoff; |a Special Collections, Bailey/Howe Library, University of Vermont.
 555 0_ |a Inventory available at the Archives; |c Folder level control.
 650 0_ |a Women |z Vermont.
 700 10 |a Cassara, Beverly Benner, |c chair of the Governor's Commission on the Status of Women, |g 1969-June 1970.
 700 10 |a McNeer, Lenore, |c chair of the Governor's Commission on the Status of Women, |g June 1970-June 1973.
 700 10 |a Kent, Karen, |c chair of the Governor's Commission on the Status of Women, |g 1973-Dec. 1974.
 700 10 |a McEntyre, Judith, |c chair of the Governor's Commission on the Status of Women, |g 1975-June 1976.
 700 10 |a Gil, Gloria, |c chair of the Governor's Commission on the Status of Women, |g July 1976-1980.
 700 10 |a Jones, Betty, |c chair of the Governor's Commission on the Status of Women, |g 1980-[1986?]
 700 10 |a Kent, Karen, |c executive director of the Governor's Commission on the Status of Women, |g Dec. 1974.
 700 10 |a Kite, Constance L., |c executive director of the Governor's Commission on the Status of Women, |g Jan. 1975-June 1978.
 700 10 |a Sarcka, Anne, |c executive director of the Governor's Commission on the Status of Women, |g Sept. 1978-1984.
 700 10 |a Heglund, Lynn, |c executive director of the Governor's Commission on the Status of Women, |g 1984-1989.
 851 __ |a Office of the Secretary of State |b Vermont State Archives |c 26 Terrace St., Montpelier, Vt. 05609-1103

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 Montpelier, Vt.
 05633-7701
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SERIES DATABASE RESULTS

Records listed as being in "Off-Site Storage" are not immediately available. Please contact the Reference Room at least two days prior to your arrival to make plans to view any records that are located off-site.

Vermont County Courts.

Bennington, Chittenden, Washington and Windsor Counties court records, 1794-1829.

Series ID: PRA-244 (Click for Index)

Location: State Archives

Extent: 41 cubic feet.

Access: Open

Scope: Series consists of Supreme Court and County Court dockets for Bennington, Chittenden, Washington, and Windsor Counties prior to 1825. This compilation was part of a pilot project to "initiate the microfilming, centralizing, and indexing of selected Vermont Supreme and County Court records prior to 1825," which was funded by a National Historical Publications and Records Commission (NHPRC) grant (Potash and Hand, Litigious Vermonters: Court Records to 1825, 1979?). The records provide names of litigants, attorneys, type of case, disposition and whether a jury trial was held. These dockets constitute the best single source for Vermont legal history prior to 1826, and much of contemporary Vermont society is reflected in its litigation. The records are also important to social and economic historians. There was no Supreme Court Recorder until 1923, and County Court decisions were not reported.

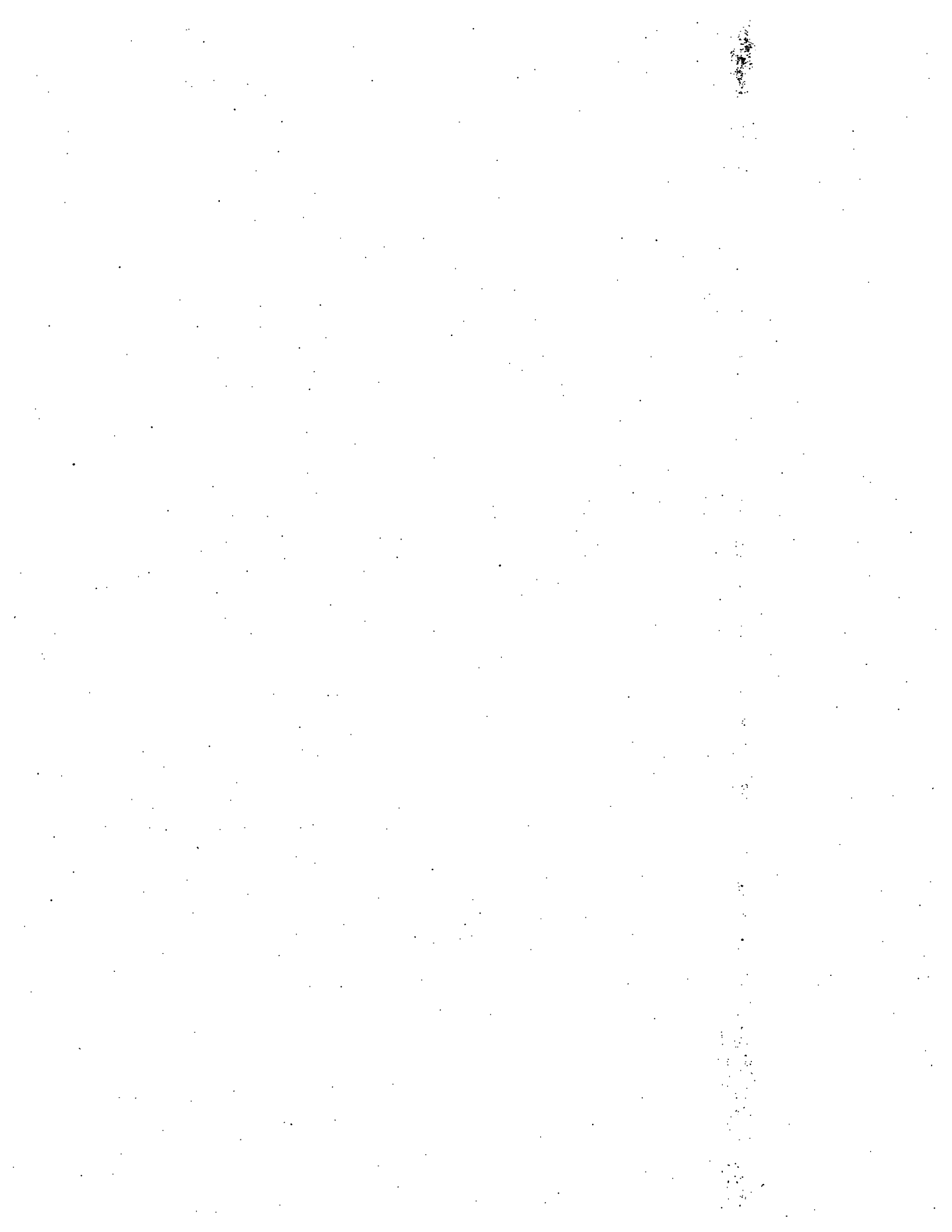
Click here for Related Finding Aids.

Please direct all reference questions or research inquiries to:

VSARA Reference Room Staff

EMAIL: archives@sec.state.vt.us (For vital records requests use: vitals@sec.state.vt.us)

PHONE: 802-828-2308



VERMONT STATE ARCHIVES & RECORDS ADMINISTRATION

Archives Databases Series Database

> Agency List > Series Search > Lotting Plans

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VSARA Secretary of State Office 1078 U.S. Rte. 2, Middlesex Montpelier, Vt. 05633-7701 Contact Information

Home | Research | Databases | SERIES Database | Results

SERIES DATABASE RESULTS: CONTAINER CONTENT DESCRIPTIONS

Series listed as being in "Off-Site Storage" are not immediately available. Please contact the Reference Room at least two days prior to your arrival to make plans to view any records that are located off-site.

Series: PRA-244 Agency/Dept.: Vermont County Courts. Series Title: Bennington, Chittenden, Washington and Windsor Counties court records, 1794-1

Table with 3 columns: CONTAINER ID, Description of Contents, Date Range. Rows include PRA-00980 through PRA-00991 with descriptions of court records and date ranges.

MEMORANDUM OF UNDERSTANDING

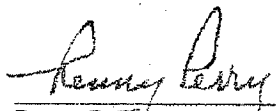
Vermont Court Administrator's Office
And
Vermont State Archives and Records Administration

The Court Administrator's Office (hereinafter called CAO) and the Vermont State Archives and Records Administration (hereinafter called VSARA) agree as follows:

- I. This Memorandum of Understanding (MOU) is intended to facilitate all communication and collaboration between the Vermont Judiciary and VSARA for the transfer of archival court records into the legal custody of the Vermont State Archives, a VSARA unit responsible for systematically preserving, protecting and making accessible to the public (to the extent allowed by law) archival records of the State of Vermont.
- II. Court records, including docket and recording books, case files, and related records, for cases docketed in or about 1945 or earlier are accepted into the Vermont State Archives without the requisite record schedule.
 - a. The legal custody of court records stored in the State Records Center, a VSARA unit responsible for records storage, for cases docketed in or about 1945 or earlier will be transferred from the Vermont Judiciary to VSARA upon the effective transfer of all corresponding docket books, indices, and similar records necessary to provide access to the records.
 - b. CAO and VSARA will collaborate on their mutual effectiveness to provide for the efficient and timely transfer of court records for cases docketed in or about 1945 or earlier by negotiating the scheduling of transfers based on the availability of VSARA resources to accession, process, and otherwise make the records available for public use.
 - c. The transfer of legal custody of records currently located in individual courthouses will occur at the time the records are physically transferred to the Vermont State Archives' building in Middlesex, Vermont.
- III. In accordance with 3 V.S.A. § 117(g)(8), VSARA will permit the public to inspect, examine, and study court records transferred into its custody, provided that any record placed in its keeping under special terms or conditions of law restricting their use shall be made accessible only in accord with those terms and conditions.
- IV. This agreement applies only to those court records for cases docketed in or about 1945 or earlier. The disposition of court records for cases docketed after 1945 is governed by record schedules approved by the state archivist pursuant to 3 V.S.A. § 117(g)(4).
- V. This agreement will become effective on the date of the last signature and may be revised by mutual consent.

 9/23/10

Gregory Sanford Date
State Archivist

 9/23/10

Renny Perry Date
Records Officer
Vermont Court Administrator's Office