



Records Management & Appraisal Section

2020 ANNUAL REPORT

Archives Division
Alabama Department of Archives & History



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

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RECORDS MANAGEMENT

One of the central missions of the Alabama Department of Archives and History (ADAH) is to aid state and local governments in the management of their records. From the mountains of North Alabama to the Mobile Bay, Records Management staff work with state and local agencies to organize, manage, and preserve their records for long-term access. This work is vital to the maintenance of accountability and transparency by government on behalf of current Alabamians and future generations.

The Records Management Section serves as support staff for the State Records Commission and the Local Government Records Commission. The Commissions issue retention requirements for state and local government records based on the records' evidential, informational, and historical value. No state, county, municipal, or other public official shall cause any state or local government records to be destroyed without first obtaining approval of the State or Local Government Records Commissions (Code of Alabama 1975 § 41-13-21 through 23). Through collaboration with agency representatives, Records Management staff survey government records and develop retention schedules known as Records Disposition Authorities, or RDAs.

Each year, Records Management Section staff assist agencies by providing free records-management training; transferring permanent records to the ADAH for continued preservation; offering storage and access services for temporary records at the State Records Center; and collecting documentation related to RDA implementation. This annual report provides a snapshot of the Records Management Section's work in the fiscal year 2020.



FY 2020: YEAR IN REVIEW

FY 2020 has been a challenging and historic year for Alabama's government agencies. Over the past months, state and local government staff have met the obstacles posed by the COVID-19 pandemic with flexibility, creative initiatives, and new resources designed to support the public. At the ADAH, we have adapted our services to researchers, educators, and government records managers to provide needed assistance while doing our part to reduce the spread of the coronavirus.

One of the Records Management Section's responsibilities is to provide training and guidance on the care and management of government records. In late March of 2020, we transitioned from mostly in-person consultation to remote consultation via online teleconferencing platforms. Of the section's 75 total consultations and outreach sessions in FY 2020, 40 of those sessions took place remotely.

One of our FY 2020 initiatives for local government agencies involved **reformatting the local RDAs**. This work made the fifteen local RDAs word-searchable on the ADAH website and simplified the process of incorporating revisions approved by the Local Government Records Commission.

FY 2020 was a productive year for state agency outreach as well. In October 2019, the ADAH and the Alabama Office of the Secretary of State collaboratively launched the **Records and Archives Modernization Project (RAMP)**, an initiative to assess and improve recordkeeping practices at the Office of the Secretary of State. ADAH staff assisted with large-scale projects to sort and organize records at the office's facilities, both at the Capitol and offsite.

Among the revised and new RDAs approved by the State Records Commission in FY 2020 was a new RDA for the **Office of Information Technology (OIT)**. The RDA's approval was a significant milestone representing the culmination of several months of discussion and collaboration with every division of OIT.

Many notable transmittals of state permanent records occurred in FY 2020. The **Alabama Film Office** transferred film scripts and images of film production locations collected from across the state, while the **Alabama House of Representatives** transferred digital photographs and records documenting the legislative session during the pandemic.

We are grateful for our state and local colleagues who work with us to ensure the preservation of Alabama's history, even in a time of historic challenges, and invite you to review other updates and initiatives from the year highlighted in this report.

STATE & LOCAL GOVERNMENT RECORDS COMMISSIONS

The **State Records Commission** and **Local Government Records Commission** are charged by the Code of Alabama § 41-13-21 and 41-13-23 with determining "which government records shall be permanently preserved... and which may be destroyed or otherwise disposed of." Both Commissions are chaired by the director of the ADAH.

The Commissions typically meet each April and October to review records activity at state and local levels as presented by members of the Records Management Section, who serve as support staff to both Commissions.

STATE

The **State Records Commission** is composed of representatives from nine state agencies, including the Examiners of Public Accounts, the Office of the Attorney General, and the Office of the Secretary of State. Commissioners are tasked with approving all Records Disposition Authorities, or RDAs.

RDAs list all records that an agency creates or may create in the course of its business, identify which records should be preserved permanently, and provide retention requirements for all other records. RDAs are written by Records Management Section staff in consultation with agency representatives to make the document as comprehensive as possible.

LOCAL

The **Local Government Records Commission** is composed of sixteen representatives from state agencies and local government bodies, including a school superintendent, a county sheriff, a probate judge, and a county administrator, among others.

Local government RDAs apply to broad categories of local agencies, such as Municipalities, Fire Departments, County Commissions, and Boards of Education. All municipalities, for example, are covered by the Municipalities RDA. Commissioners revise each of these RDAs based on recommendations from local representatives or Records Management Section staff.

The meetings of the State and Local Government Records Commissions scheduled to occur on **April 22, 2020**, were cancelled due to disruptions caused by the COVID-19 pandemic. The next meetings are scheduled to occur on **October 28, 2020**.

STATE RECORDS COMMISSION

OCTOBER 30, 2019



HOME BUILDERS LICENSURE BOARD (Major RDA Revision)

The Home Builders Licensure Board screens and licenses applicants who engage in residential construction and remodeling in the state of Alabama where the cost of the undertaking exceeds \$10,000 and applicants who engage in residential roofing in the state of Alabama where the cost of the undertaking exceeds \$2,500.

Alabama Act 2018-143, effective May 1, 2018, authorized the Home Builders Licensure Board to license roofers in addition to home builders. The RDA has been revised to reflect the board's expanded regulatory scope.



ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS (Major RDA Revision)

The Alabama Board for Registered Interior Designers governs the registration process for interior designers, who analyze, plan, design, document, and manage interior non-structural construction and alteration projects. Interior designers submit construction documents for commercial interior projects to building officials for review and permitting purposes.

The RDA has been revised to include the outcome of [Alabama v. Lupo](#), an Alabama Supreme Court case which required the board's governing legislation to be rewritten. Licensees of the Alabama Board for Registered Interior Designers are known as "registered interior designers," in contrast to interior decorators, who focus primarily on aesthetics and do not participate in renovations or structural planning.



ALABAMA DEPARTMENT OF FORENSIC SCIENCES (Major RDA Revision)

The Alabama Department of Forensic Sciences investigates unlawful, suspicious, or unnatural deaths and crimes in the state. The department provides forensic test results to members of the criminal justice system, such as Sheriffs' Offices, in all 67 counties of Alabama.

The RDA has been revised to include mention of databases, including a federal database and in-house case management system, and to better describe several temporary record types.



ALABAMA OFFICE OF INFORMATION TECHNOLOGY (New RDA)

The Office of Information Technology (OIT) streamlines the delivery of information technology services in state government. OIT focuses on three primary mandates: IT strategic planning, IT governance, and IT resource utilization.

This RDA is new, and its listed agency subfunctions include "Promulgating Rules and Regulations," "Planning and Promoting," "Providing Services," and "Inventorying." The agency's permanent records are associated with the agency's role as the state's central regulatory body for information technology.

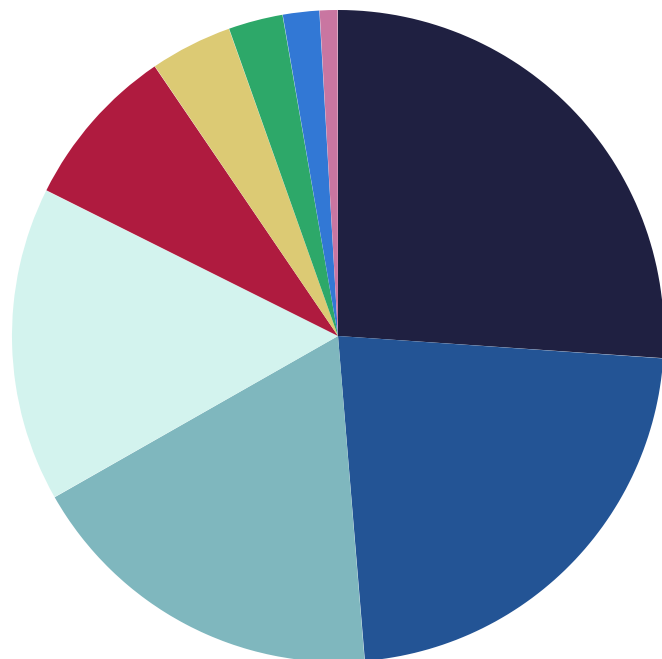
LOCAL GOVERNMENT RECORDS COMMISSION

OCTOBER 30, 2019

The Local Government Records Commission approved revisions to or additions of the following record series in local government RDAs. RDAs may require revision if a local government **creates new records** which are not included in the RDA, **no longer creates records** that are included in the RDA, or if new state and/or federal laws **modify the minimum retention of records** in the RDA.

RECORD SERIES	REVISION/ADDITION	APPLICABLE RDA
Purchasing Records	Expands and standardizes description across all RDAs	All
Affordable Care Act Compliance Files	New record series	Local Boards of Education
Internal Ballots and Related Files	New record series added to encompass records created during elections to special committees	Local Boards of Education
School Bus Student Rosters	New record series; previously included in the series "School Bus Safety Records"	Local Boards of Education
Student Transportation Arrangements and Related Files	New record series	Local Boards of Education
Structural Condemnation Files	New record series	County Commissions & Municipalities
Utility Equipment Rebates	New record series	County Commissions & Municipalities
Applications and Exemptions for Utility Fee Exemptions	Expands scope to include utility exemptions other than sanitation fee exemptions	County Commissions & Municipalities
Background Investigation Files	Expands scope to include background checks for purposes other than government employment (such as for residential housing)	Local Law Enforcement Agencies
Investigation Files (including internal affairs files)	Revised description to include death investigations not of a criminal nature	Local Law Enforcement Agencies
Inmate Commissary Files	New record series	Local Law Enforcement Agencies
Sex Offender Registration Records	Updated description and revised retention to provide for destruction following the death of an offender	Local Law Enforcement Agencies
Property Assessment Requests	New record series	Municipalities

PERMANENT RECORDS TRANSMITTALS



Permanent Paper Records Transmittals in FY 2020

- Secretary of State - 57.74 cf
- Surface Mining Commission - 50 cf
- Court of Criminal Appeals - 40 cf
- Film Office - 34.5 cf
- Examiners of Public Accounts - 18 cf
- Legislative Services Agency - 7 cf
- Board of Adjustment - 4 cf
- Office of the Governor - 1 cf
- Board of Occupational Therapy - 0.11 cf

FY 2020 Transmittal Highlights

- The Alabama Film Office transmitted 34.5 cubic feet of records, including film scripts and images of film production locations collected from across the state.
- The Alabama Surface Mining Commission transmitted 50 cubic feet of permit files spanning from 1983 to 1989. The permits document licensees' authorization to work on surface coal mines in the state. Permit files are the most complete record of each mining operation, containing engineering and design plans; hydrologic/geologic studies; maps; archaeological and historic studies; and other historically valuable information.

FY 2020 Transmittal Statistics

Category	Number
Total State Agencies	45
Total Cubic Feet	212.35
Total Megabytes	404.45
Date Span	1960-2020

PERMANENT RECORDS TRANSMITTALS

> PAPER RECORDS

Secretary of State	Date Range	Total Cubic Feet
Administrative Files	2012-2014	0.20
Bills and Resolutions-Senate Records	2019	10.00
Bills and Resolutions-House Records	2019	9.00
Election Files	1988-2014	26.50
Engrossed Acts	2019	3.00
House Journals	2019	1.14
Senate Journals	2019	1.90
Subject Files	1960-2010	6.00
Surface Mining Commission	Date Range	Total Cubic Feet
Permit Files	1982-1986	50.00
Court of Criminal Appeals	Date Range	Total Cubic Feet
Court of Criminal Appeals Case Files	2018-2019	40.00
Film Office	Date Range	Total Cubic Feet
Administrative Files	1982-2001	0.25
Alabama Movie Scripts	1978-2010	6.00
Film Production Location Visual Reference Files	1980-2000	21.00
Meeting Files	1976-1996	0.25
Publicity Files	1975-2015	7.00
Examiners of Public Accounts	Date Range	Total Cubic Feet
Audit Reports-File Copies	2005-2018	18.00
Legislative Services Agency	Date Range	Total Cubic Feet
Administrative Files	1973-2018	1.00
Meeting Files	1983-2019	5.00
State Publications	2017-2018	1.00
Board of Adjustment	Date Range	Total Cubic Feet
Claim Hearing Dockets	2016-2020	2.00
Meeting Minutes	2013-2017	2.00
Office of the Governor	Date Range	Total Cubic Feet
Legislative Acts Recording Books	2010-2019	1.00
Board of Occupational Therapy	Date Range	Total Cubic Feet
Meeting Minutes	2013-2017	0.01
Rosters and Registers	2014-2019	0.10

PERMANENT RECORDS TRANSMITTALS

> ELECTRONIC RECORDS

Secretary of State	Date Range	Total Megabytes
Administrative Files, Photographs, Publicity Files, State Publications	2018-2019	144.45
School of Mathematics and Science	Date Range	Total Megabytes
Publicity Files	2019-2020	65.80
Legislative Services Agency	Date Range	Total Megabytes
State Publications	2018-2019	54.24
Department of Commerce	Date Range	Total Megabytes
Publicity Files	2019	41.00
Legislature - House of Representative	Date Range	Total Megabytes
Administrative Files of the Clerk of the House, Photographs	2020	17.90
Photographs	2020	0.53
Public Health	Date Range	Total Megabytes
Administrative Files	2019	6.09
Publicity Files	2019	10.40

> OVERSIZED ITEMS & ARTIFACTS

Secretary of State	Date Range	Total Items
Publicity Files, Posters	2007-2015	15
Tourism Department	Date Range	Total Items
Publicity Files, Posters	1989-1995	7
Legislature - House of Representative	Date Range	Total Items
Artifacts, Flags	unknown	2
Secretary of State	Date Range	Total Items
Election Files, Voting Machine Instruction Model	unknown	1

NEW IN THE ELECTRONIC RECORDS COLLECTIONS

The ADAH provides access to born-digital records through **Preservica**, a cloud-based service that verifies file integrity and migrates electronic file formats to ensure their long-term preservation.

> STATE PUBLICATIONS

The electronic records collections include full-text publications produced by Alabama state agencies, including **annual reports**, **newsletters**, and **bulletins**. The Records Management Section reaches out to agencies on an annual basis to collect these electronic records.

> ROSTERS OF STATE LICENSING BOARDS

In the past, licensing boards produced rosters annually in the form of printed volumes and transmitted those volumes to the ADAH as permanent records. These rosters facilitate **license verification** for current and former licensees and **genealogical/familial research**. For example, a genealogist can use a licensee roster to verify where in the state an ancestor practiced medicine in the 1960s.

Most licensing boards today no longer produce printed rosters; instead, licensee/registrant information is stored in electronic databases. This year, the ADAH expanded the scope of its collecting efforts to include **electronic rosters of state licensing boards** and will continue to do so on an annual basis. Due to personally identifying information within the rosters, derivative licensee verification reports and statistical data reports will be made available to the public as soon as processed. Other data will be made available after a period of closure.

In FY 2020,

67

state agencies transferred

1,383

state publications, totaling

4,153

MB

31

state agencies transferred

48

rosters of licensees/registrants totaling

65

MB

STATE RECORDS CENTER

State Records Center Services

- 1** Provides storage and access services for state agency temporary paper records.
- 2** Retains state agency temporary records and tracks the authorized destruction dates for a small monthly fee.
- 3** Provides archival boxes for the transfer of permanent records to the ADAH and assists with the transport of records.

Note: Agencies must have an RDA approved by the State Records Commission or an interagency Records Storage Agreement with the ADAH to use these services. These records must be retained to fulfill all administrative, legal, and/or fiscal requirements prior to final disposition.

45,040

cubic feet of records housed

7,057

records requests

3,510

cubic feet of records transferred

648

cubic feet of records destroyed

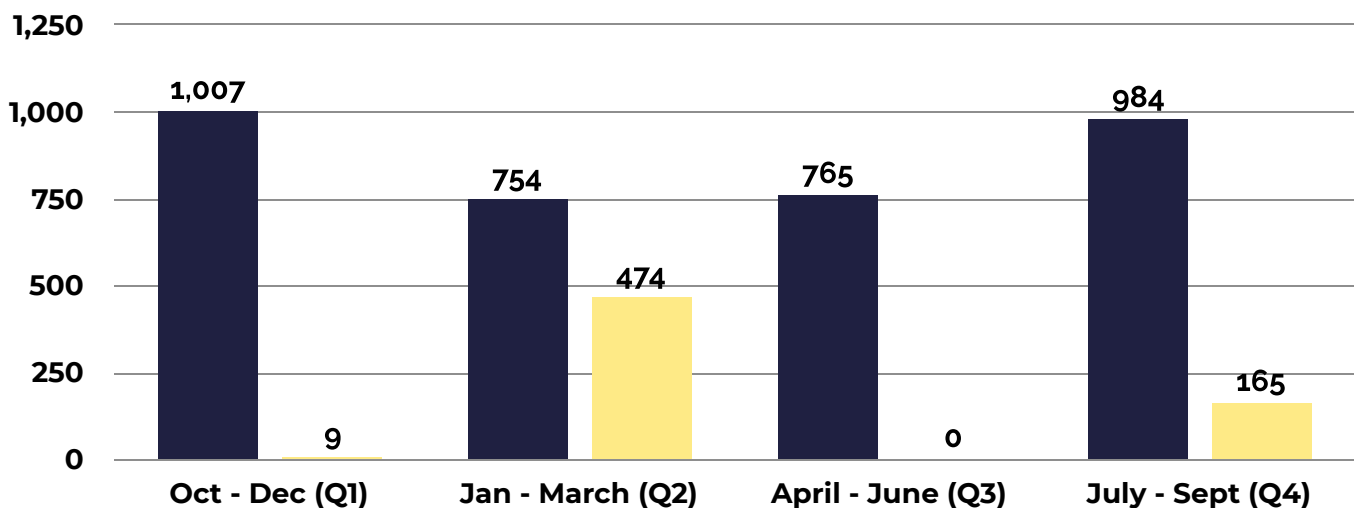
\$290,112

total expenditures

\$279,295

actual revenue

State Records Center Activity by Quarter



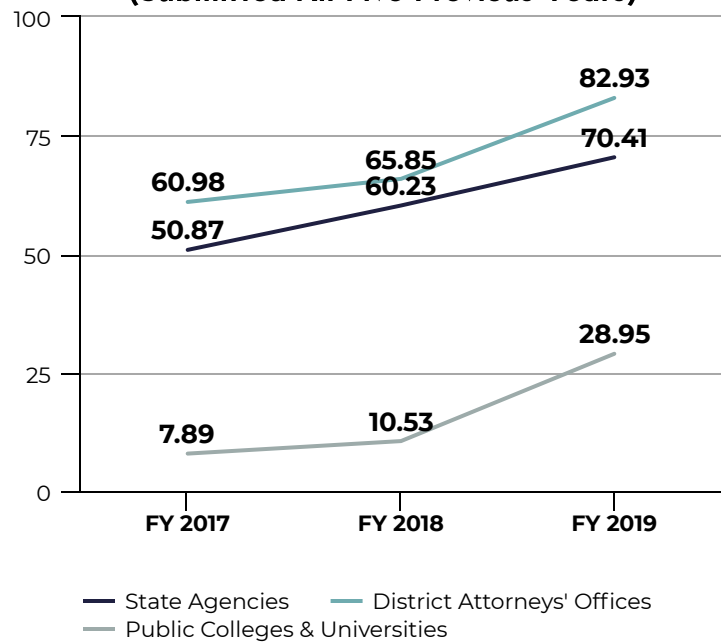
● Cubic Feet of Temporary Records Transferred ● Cubic Feet of Temporary Records Destroyed

STATE AGENCY ANNUAL RDA IMPLEMENTATION REPORTS

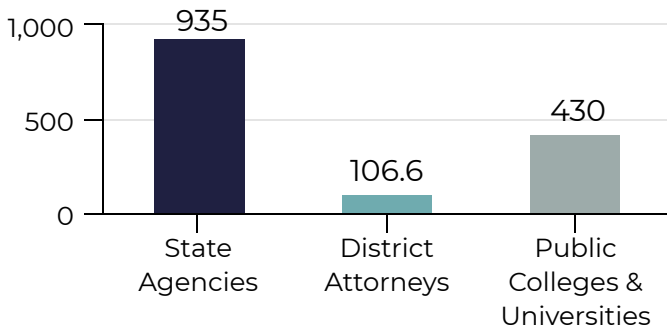
State agencies, district attorneys, and public colleges and universities with approved RDAs may destroy their obsolete records in accordance with minimum required retention guidelines.

Agencies must submit an **Annual RDA Implementation Report** to the Records Management Section, due January 15 every year for the previous fiscal year, which provides records destruction and other general records-management documentation.

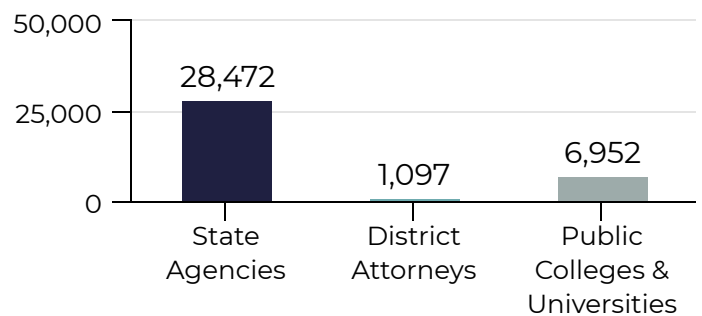
Percentage Full Compliance (Submitted All Five Previous Years)



Reported Destruction of Obsolete Temporary Records in FY 2019



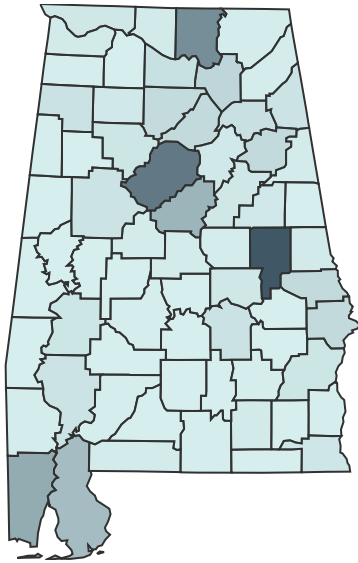
Electronic (Megabytes)



Paper (Cubic Feet)

	State Agencies	District Attorneys	Public Colleges and Universities
Submitted FY 2019 Report	131	36	13
Submitted All Reports FY 2015-FY 2019	119	34	11
Submitted at least one report for requested years	154	40	15

LOCAL DESTRUCTION OF OBSOLETE RECORDS



Destruction notices were submitted most frequently from the following counties in FY 2020:

1. Tallapoosa County - 168 notices (25.34% of total)
2. Jefferson County - 63 notices (9.50% of total)
3. Madison County - 52 notices (7.84% of total)

No notices were received from the following counties in FY 2020:

- | | | | |
|---------|----------|----------|----------|
| Autauga | Crenshaw | Hale | Pickens |
| Bullock | Dale | Lawrence | Randolph |
| Butler | Fayette | Lowndes | Sumter |
| Choctaw | Geneva | Macon | Wilcox |
| Conecuh | Greene | Perry | |

RDA Type	Quantity of Notices Submitted	Quantity of Distinct Entities Reporting	% Reporting	Total Cubic Feet of Obsolete Paper Records Destroyed
911 Emergency Communications Districts	2	2	3.41%	14 cf
Archives and Museums	1	1	0.95%	60 cf
Boards of Education	271	60	41.55%	13,626.43 cf
County Boards of Registrars	2	2	2.99%	4 cf
County Commissions	19	10	22.39%	5,214.41 cf
County Probate Offices	24	13	19.12%	2,592.65 cf
County Taxation Offices	5	5	13.43%	211 cf
Emergency Management Agencies	0	0	0%	0 cf
Fire Departments	34	6	0.99%	47.20 cf
Health Care Authorities	0	0	0%	0 cf
Law Enforcement Agencies	39	21	4.79%	2,629.85 cf
Municipalities	261	46	12.89%	28,801.04 cf
Public Libraries	5	3	2.07%	184 cf
Regional Planning Commissions	0	0	0%	0 cf
Total	663	169		53,384.59 cf

LOCAL DESTRUCTION HIGHLIGHTS

Largest Single Notices

- 1*** City of Tarrant: 23,060 cf
- 2** Baldwin County Commission - Personnel Department: 3,977 cf
- 3** Mobile County Board of Education - Mattie T. Blount High School: 1,500 cf
- 4** Tarrant City Schools - Finance Department: 1,500 cf
- 5** Cullman County Sheriff's Office: 1,192 cf

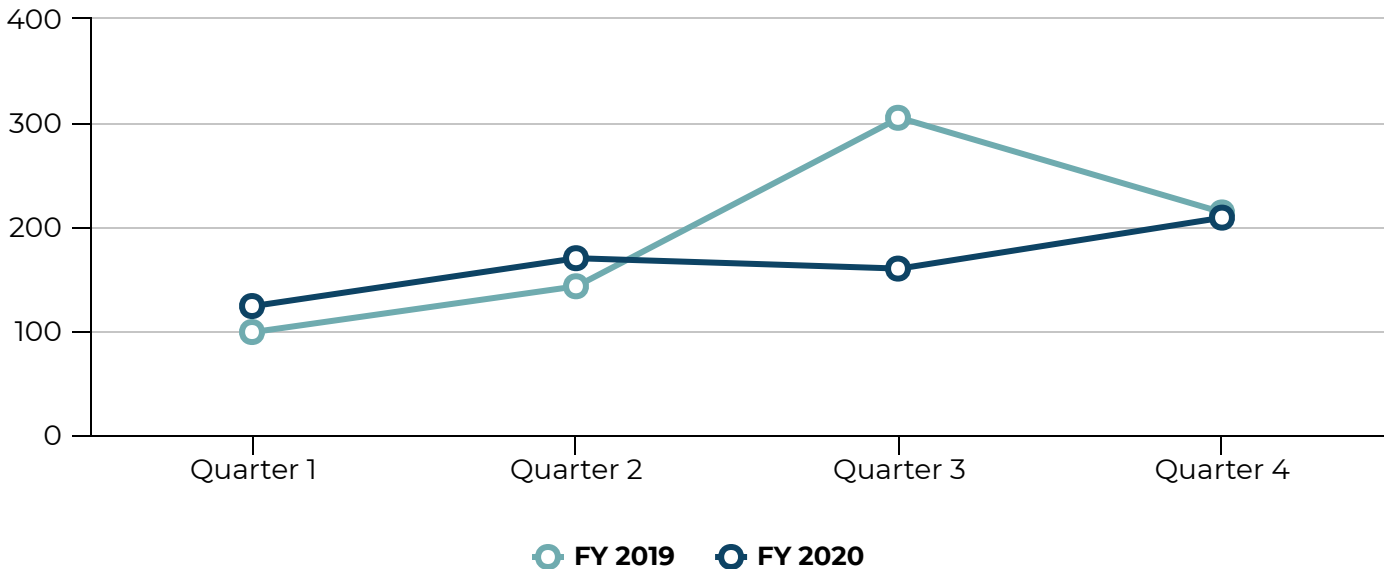
Most Notices Submitted

- 1*** Alexander City: 166 Notices (261 cf)
- 2** Mobile County Board of Education: 24 Notices (1,847.75 cf)
- 3** Shelby County Board of Education: 20 Notices (3,48.1 cf)
- 4** Madison County Board of Education: 16 Notices (310 cf)
- 5** City of Huntsville: 15 Notices (428 cf & 252,663 KB)

* The City of Tarrant is undertaking a city-wide clean-up as they prepare to move to new facilities.

* Alexander City hired a records clerk in FY 2020 who submits destruction notices in small, frequent batches per municipal policy.

Local Destruction Notices Processed By Quarter



* In Quarter 1 and Quarter 2, the quantity of notices processed per year was on track to exceed FY 2019 levels. However, Quarter 3 (April-June) notices were significantly lower than in FY 2019, likely due to COVID-19 shutdowns beginning in mid-March. This caused total notices processed in FY 2020 to decrease, though total volume of records destroyed increased due large quantities of records submitted in single notices.

OVERVIEW

In FY 2020, Records Management Section staff consulted with representatives from state agencies, local governments, and private or non-profit organizations about records-management topics.

40

total *virtual* sessions with state and local governments

75

total outreach sessions



1,635

total inquiries resolved



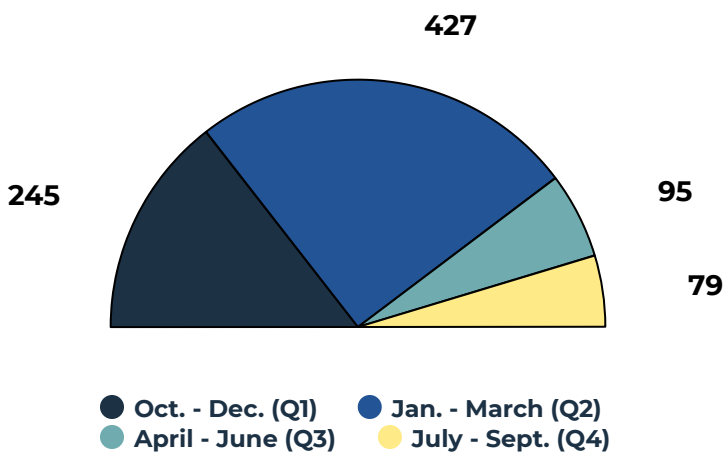
236

total attendees of outreach sessions

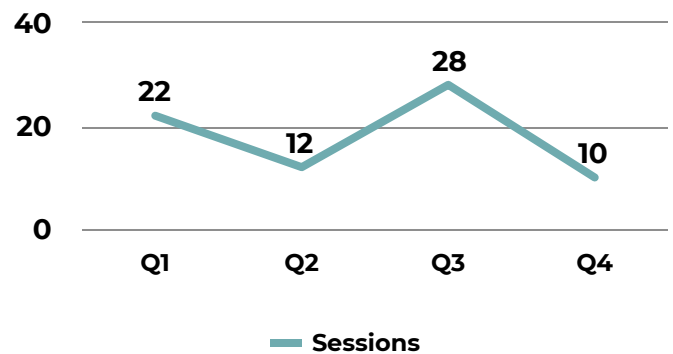
STATE AGENCY CONSULTATIONS & TRAINING SESSIONS

846 TOTAL INQUIRIES RESOLVED

State Agency Inquiries Resolved

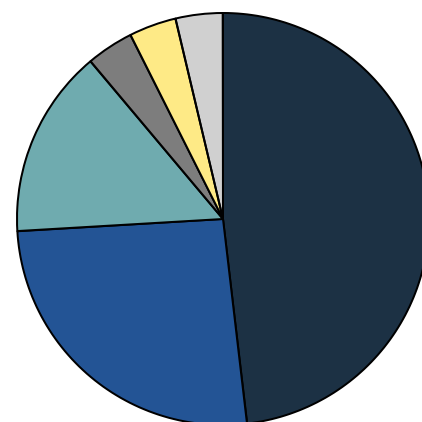


State Agency Outreach Meetings and Training Sessions



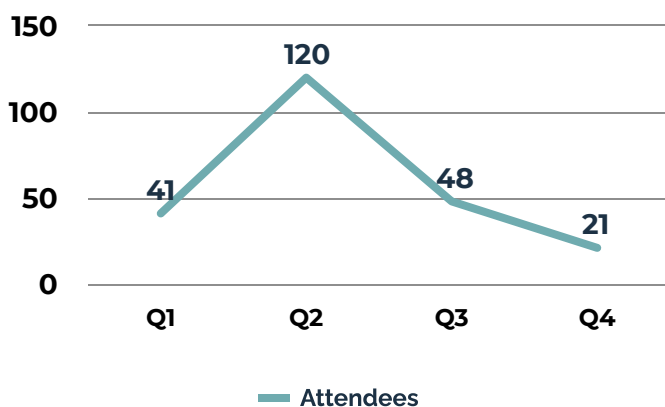
72 TOTAL SESSIONS

Sessions by Agency - Top Six



230 TOTAL ATTENDEES

State Agency Outreach Attendees



- Department of Archives and History (26)
- Office of the Secretary of State (14)
- Department of Youth Services (8)
- Bicentennial Commission (2)
- Office of Information Technology (2)
- Tourism Department (2)

RECORDS & ARCHIVES MODERNIZATION PROJECT (RAMP)

The ADAH and the Alabama Office of the Secretary of State (SOS) embarked upon the Records and Archives Modernization Project (RAMP) in fall 2019. This collaborative project aims to modernize recordkeeping practices at the SOS. Key components of the project include RDA development and revision, organization of the office's record storage facilities, and staff training.

Site #1: State Capitol

Archivists worked with staff from the Executive, Elections, and Finance Divisions to organize records in the office's storage room.

SEPTEMBER 2019

Chief of Staff's office files organized.

OCTOBER 2019

General Counsel's office files organized.

NOVEMBER 2019

6.5 cf of obsolete paper records destroyed.

DECEMBER 2019

6 cf of permanent records transmitted to the Archives.

JANUARY 2020

137.6 MB of permanent records transmitted to the Archives.

MARCH 2020

Records Management Section staff finalized the Athlete Agents RDA during a period of remote work in March 2020, and planned to work remotely with SOS to revise the SOS RDA in FY 2021.

Site #2: Offsite Warehouse

Archivists from the Records Management and Collections Sections worked for several days at the SOS's 32,000 sq. ft. warehouse to sort and organize records.

DECEMBER 2019

Archivists inventoried the legislative volumes at the warehouse and researched the 10-Copy Rule (Code of Alabama 1975 § 36-14-6).

JANUARY 2020

Archivists set aside extraneous copies of the legislative volumes. They also supervised the destruction of approximately 1,200 cf of obsolete paper records.

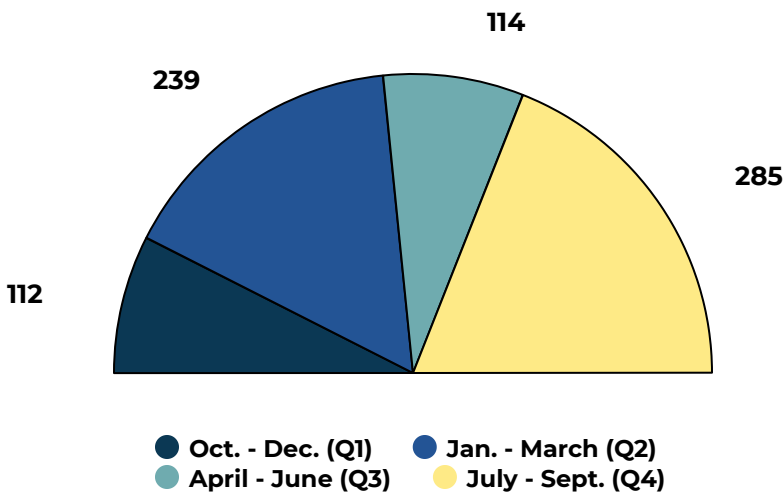
FEBRUARY 2020

Archivists supervised the surplussing of office furniture and computer equipment. They compiled results of the volume inventory and drafted a letter offering excess copies of the Acts of Alabama to colleges and universities.

RAMP was placed on pause in March 2020 due to the COVID-19 pandemic.

LOCAL GOVERNMENT CONSULTATIONS & TRAINING SESSIONS

780 TOTAL INQUIRIES RESOLVED



> Alexander City

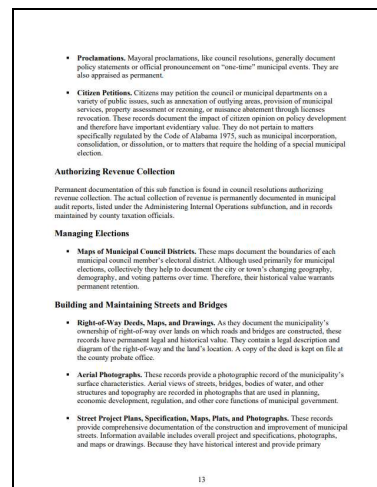
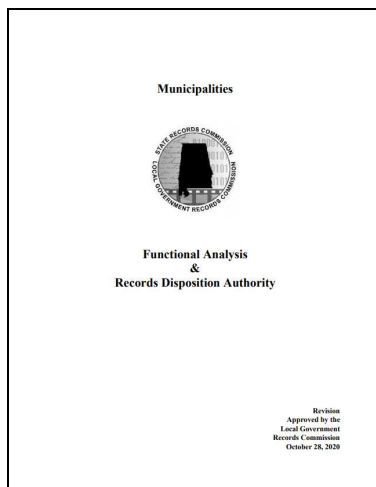
In February 2020, Records Management staff met with municipal staff of Alexander City to conduct a site visit and offer records management advice.

> City of Auburn

In August 2020, Records Management staff provided virtual training to municipal staff with the City of Auburn.

LOCAL RDA REFORMATTING

In FY 2020, Records Management staff completed reformatting all Local Government RDAs. The reformatting makes all Local RDAs word-searchable on our website and allows staff to more easily revise the documents. All Local RDAs can be found on the ADAH website.



OTHER OUTREACH

> POARCH BAND OF CREEK INDIANS

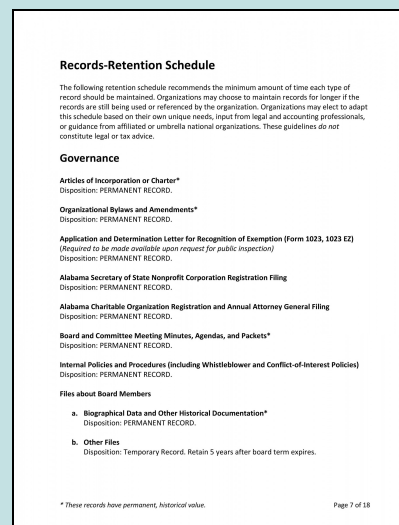
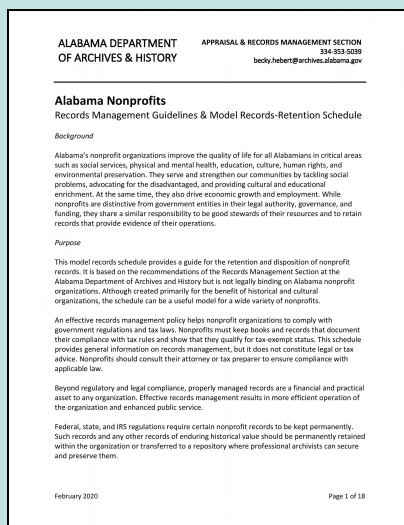
Records Management staff may assist other groups with records management concerns upon request. In September 2020, staff met virtually with Dr. Deidra Suwane Dees (tribal archivist for the Poarch Band of Creek Indians and director of the tribe’s Office of Archives and Records Management) and her staff. The meeting addressed a variety of archival and records management concepts, including the retention and disposition of records; the documentation of the destruction of obsolete temporary records; the appraisal and accessioning of permanent, historical records; and the management of electronic records.

> NONPROFIT ENTITIES

In the nonprofit sphere, Records Management staff developed a model records schedule to help nonprofit organizations determine which records should be maintained permanently and when to dispose of other records of temporary value.

Published in February 2020, the model schedule outlines general records management principles and gives retention recommendations for records commonly created by nonprofits. Records with enduring historical value include, but are not limited to, the organization's articles of incorporation or charter, meeting files, annual and other periodic reports, select photographs, and final edited videos.

This model schedule is available on the ADAH website.



FOR THE RECORD BLOG

For the Record, the Records Management Blog of the ADAH, went live on October 10, 2018. The blog is designed to share information pertinent to the management and preservation of government records, including such topics as records retention, professional training, disaster preparedness, electronic records, and more. The blog also reports the activities of the **State Records Commission** and the **Local Government Records Commission**. *For the Record* featured the following blog posts in FY 2020:

Records Management

- “Help – This RDA is Outdated!”: How to Determine if Your State Agency Records Disposition Authority (RDA) Needs Revision
- An Overview of the State Agency Records Disposition Authority (RDA) Revision Process
- A Detailed Guide to the State Agency Records Disposition Authority (RDA) Revision Process
- Documenting COVID-19
- Can I Scan and Toss? Six Considerations for a Digitization Project



Updates

- Updates from the State Records Commission: October 30, 2019
- Updates from the Local Government Records Commission: October 30, 2019
- Introducing the FY 2019 Annual Report of the ADAH Records Management Section
- Meet the Staff Feature: Devon Henschel



Accessions & Collections

- Governor Bob Riley’s Digital Photographs Now Live on Preservica
- State Agency Publications Now Live on Preservica
- New in the ADAH Collections: Alabama Department of Commerce
- New in the ADAH Collections: Photograph Negatives of Governor Fob James’ Administration
- Celebrating National Photography Month: Exploring the ADAH Photograph Collections



Records Management & Appraisal Section Staff Members



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- Records Management Training



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- Local Records Destruction
- Local Records Preservation



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