



Records
Management &
Appraisal Section

2021 ANNUAL REPORT

Archives Division,
Alabama Department of
Archives & History



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

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INTRODUCTION

The Records Management Section is a unit within the Archives Division of the Alabama Department of Archives and History whose role entails distilling complex archival theory into clear policies and actionable guidance for government agencies. We perform this work as support staff for the Local Government Records Commission (LGRC) and the State Records Commission (SRC). Under the auspices of these bodies, our primary duties include developing records management policies, composing and updating Records Disposition Authorities (RDAs), transmitting permanent government records to the ADAH collection, sanctioning records destruction activities, operating the State Records Center, providing records management training for state and local government officials, documenting compliance, coordinating the Commissions' agendas, and implementing the Commissions' decisions.

YEAR IN REVIEW: FY 2021

"Resilience" remains our watchword as the COVID-19 pandemic wends its way through 2021. In recognizing the pressing need for records management guidance over the last year and to ensure continuity of services, the section transitioned to a teleworking arrangement for much of FY 2021. Whether at our homes or at our office desks, we have endeavored to deliver first-class support to our local and state partners as, together, we ensure transparency of operations at all levels of Alabama government.



In fulfilling these objectives during a challenging year, the section implemented new outreach strategies. One of our most successful strategies involved increasing the availability of virtual records management training opportunities. Most of these trainings were customized for small groups in response to requests for training; others were generalized large-group trainings designed to instruct all local officials in records management best practices. Archivists also developed procedures to identify underserved communities and are using this information to undertake a more systematic approach to serve local governments in

these areas. Additionally, section staff developed video training that outlines the local government records destruction process; this video guidance will be hosted on the ADAH social media sites.

The Section was fortunate to welcome two new staff members in FY 2021. During this same time, Records Management staff accomplished the revision and approval of several state RDAs (including the Department of Tourism, the Department of Youth Services, the Department of the Treasury, the Agricultural Museum, the Athlete Agents Commission, the Bicentennial Commission, the Multiple Needs Children's Office, the Alabama Department of Archives and History, the Department of Early Childhood Education, and the Alabama Women's Commission).

YEAR IN REVIEW: FY 2021 (cont.)

Concurrent with these RDA development and revision projects on the state government side, changes in state statute, federal law, administrative code, and RDA comprehensiveness also precipitated several line-item revisions for local government RDAs. The Section successfully composed, approved, and implemented more than two dozen line-item revisions or additions this year to better assist local governments. Whether for state or local government agencies, our mission is to ensure these RDAs remain eminently approachable and abreast of best practices.

The section also broke ground on the monolithic task of developing a state General Schedule aimed at streamlining future updates to identical series across scores of state RDAs. We also solicited feedback on the proposed implementation of the "Capstone" approach to email retention from over fifty state agencies and are developing recommendations based on that feedback.



STATE & LOCAL GOVERNMENT RECORDS COMMISSIONS

The State Records Commission (SRC) is statutorily empowered by the Code of Alabama 1975 § 41-13-21 to prescribe retention policies for the records of state government bodies in Alabama. Likewise, the Local Government Records Commission (LGRC) is statutorily empowered by the Code of Alabama 1975 § 41-13-23 to prescribe retention policies for the records of local government bodies in Alabama. Both commissions are chaired by the Director of the ADAH, and each meets twice per year in order to review the records-management activities of state and local governments, vote on the adoption of new or revised Records Disposition Authorities (RDAs), and consider records-management policies for Alabama government. In promulgating the state and local government Records Disposition Authorities, the Commissions provide the guidance and authority necessary to undertake records destruction and preservation activities in Alabama.

WHAT IS AN RDA?

Members of the Records Management Section serve as support staff to the State Records Commission and the Local Government Records Commission. In this role, archivists work with state and local partners to develop retention schedules. These documents designate which records created by an agency have permanent historical or administrative importance and which records may be destroyed after a period of time. In Alabama, retention schedules are known as Records Disposition Authorities (RDAs). Agency staff may not legally destroy records that are not represented in an RDA. This being the case, agencies without an RDA may not destroy any of their records. When setting retentions for agency records, Records Management Section staff weigh considerations including applicable state or federal legislation, audit requirements, and the period of active use. Retentions are treated as the minimum time an agency must keep records. Agencies are not required to dispose of records, but Records Management Archivists recommend doing so once all retention requirements and administrative value have been satisfied.

In developing new state agency RDAs, archivists work closely with state agency staff to identify and describe all records created in the course of an agency's work. When Records Management staff revise existing RDAs, we examine the entire document from top to bottom to ensure that records are appropriately represented and described to best archival standards. Archivists present between three and five RDAs at each meeting of the State Records Commission for approval.

Records Management staff additionally maintain RDAs for each type of local government entity; for instance, there is one RDA used by all public schools in Alabama, one RDA used by all local law enforcement agencies, and one RDA used by all municipal governments. Archivists revise or add record series as local partners and internal staff discover issues. Staff present "line-item" revisions at each meeting of the Local Government Records Commission for Commission approval.

If you believe the RDA governing your agency does not accurately reflect your records, or if your agency does not currently have an RDA, please contact the Records Management Section.

STATE RECORDS COMMISSION UPDATES

OCTOBER 28, 2020

Due to the ongoing COVID-19 pandemic, the April 2020 Commission meeting was cancelled. The Commission addressed April's business at the virtual October 2020 meeting, in addition to new business that arose between April and October.

Alabama Tourism Department (Major RDA Revision)

The Alabama Tourism Department plans and conducts informational campaigns designed to attract tourists to the State of Alabama. The Department promotes the state as a tourist destination nationally and internationally by attending travel shows, gathering and disseminating resources about the state's attractions, and operating the Alabama Welcome Centers.

In addition to other changes, the RDA revision updates the language related to publicity material to reflect the proliferation of versions and formats of publications, photographs, and audiovisual materials that may be created related to one marketing campaign.

Alabama Office of State Treasurer (Major RDA Revision)

The Office of State Treasurer is a constitutional office as old as the state itself. The State Treasurer safeguards and manages Alabama's financial resources by receiving and depositing money due to the state, investing and disbursing state funds, and managing state debt.

The RDA revision expands record series descriptions and adds information about the savings plans that the Office of State Treasurer administers, including the Wallace-Folsom Savings Investment Plan for college education and the Achieving a Better Life Experience (ABLE) Program available to disabled individuals.

Alabama Department of Youth Services (Major RDA Revision)

Gov. Lurleen B. Wallace established the Alabama Youth Committee in 1967 to develop techniques for the prevention and control of youth offenses. In 1973, the committee's recommendations led the Legislature to create the Department of Youth Services. The Department of Youth Services operates juvenile delinquency rehabilitative facilities and provides social services throughout the state to prevent juvenile offenses.

Records management staff conducted eight surveys with representatives from all divisions of DYS while working on the revision. Among other updates, the RDA revision expounds upon the role of the DYS School District, which operates in conjunction with the Alabama State Department of Education and is therefore subject to the Local Boards of Education RDA approved by the Local Government Records Commission.

STATE RECORDS COMMISSION UPDATES

OCTOBER 28, 2020 (cont.)

Alabama Agricultural Museum Board (New RDA)

The Alabama Agricultural Museum Board, located in Dothan, Alabama, works closely with the nonprofit Landmark Park, founded in 1976. The Legislature established the Board in 1993 after recognizing Landmark Park as Alabama's official agricultural museum. The Board preserves and exhibits materials related to Alabama's agricultural history and also operates a living history farmstead with tours and demonstrations. Core records in the RDA include exhibit publication files and accession records.

Alabama Athlete Agents Commission (New RDA)

The Legislature created the Alabama Athlete Agents Commission (originally called the Athlete Agents Regulatory Commission) in 1987 after multiple state universities faced NCAA violations involving unlawful contact between athletes and professional agents. The Alabama Secretary of State's Office became responsible for administering the Commission in 2001. While the Commission's records were previously described within the Secretary of State's Office RDA, the Secretary of State's Office requested that the Athlete Agents Commission records be separated into a unique RDA to clarify the Commission's autonomous nature. Archivists identified historic, permanently important records to the agency, including the rosters of registered athlete agents and meeting minutes and associated packets produced in the course of Commission meetings.

Alabama Bicentennial Commission (New RDA)

The Alabama Bicentennial Commission, created to commemorate the 200th anniversary of Alabama's statehood, sponsored an array of programs and publications. The Commission collaborated closely with many state and local partners, including the Alabama Tourism Department, the Alabama Historical Commission, and the Alabama Department of Archives and History. Among other activities, the Commission conducted professional development workshops for educators, operated the Bicentennial Schools of Excellence Initiative, and hosted the Alabama 200 Celebration in December 2019. The RDA designates permanent records for preservation including Bicentennial Schools of Excellence application materials, grant project final reports, and final project plans.

Multiple Needs Child Office (Alabama Children's Services Facilitation Team) (New RDA)

The Multiple Needs Child Office is jointly funded by five state agencies: the State Department of Education, the Department of Human Resources (DHR), the Alabama Department of Mental Health (ADMH), the Alabama Department of Public Health (ADPH), and the Department of Youth Services (DYS). Together, these agencies coordinate child welfare services for "multiple needs children," or children who require the services of two or more of these agencies and who are at risk of out-of-home placement. The RDA documents the records created by the state and county teams in facilitating these services.

STATE RECORDS COMMISSION UPDATES

APRIL 28, 2021

Alabama Department of Early Childhood Education (Major RDA Revision)

The Legislature created the Alabama Department of Early Childhood Education (then called the Department of Children's Affairs) in 1998 to coordinate programs and services for young children. Among other responsibilities, the Department administers the Children First Trust Fund and oversees Alabama's nationally recognized pre-kindergarten program.

Records management staff conducted eight surveys with representatives from each of the Department of Early Childhood Education's programmatic areas. The RDA revision now also includes the agency's collaborations with the State Department of Education to develop pre-kindergarten to third-grade education frameworks as part of Gov. Kay Ivey's "Pre to Three" initiative.

Alabama Women's Commission (New RDA)

The Legislature created the Alabama Women's Commission in 1971 to study and make recommendations on policy and legislation affecting Alabama women. One of the bill's sponsors was Retha Deal Wynot, a former teacher at East Gadsden Junior High School and one of the first women to serve in the State Legislature. The Commission researches and reports on the needs of women, facilitating a more extensive discussion of matters affecting women in Alabama, from sex-based discrimination to conditions in women's prisons. The RDA describes and establishes retention for the agency's three primary functions of promoting awareness of women's issues, conducting research, and distributing grants and raising funds to further the agency's revenue and activities.

Alabama Department of Archives and History (Major RDA Revision)

Established in 1901, the Alabama Department of Archives and History (ADAH) was the first publicly funded state archival agency. Through a robust educational outreach program, government records assistance, and public services, the ADAH endeavors to tell the story of the people of Alabama by preserving records and artifacts of historical value and promoting a better understanding of Alabama's history.

Records management staff conducted over fifteen surveys with representatives of each ADAH section and division. Some updates to the RDA include the agency's collections management policies, meeting proceedings of the collections review committee, and audiovisual and promotional materials.

*All state agency RDAs can be found on our website:
<https://archives.alabama.gov/>*

STATE RECORDS COMMISSION UPDATES

ADAH RDA SPOTLIGHT

In FY 2021, Records Management Archivists completed a revision to the Records Disposition Authority (RDA) for the Alabama Department of Archives and History. Archivists completed the revision over the course of a year, starting in the spring of 2020, and the State Records Commission approved the document at their April 2021 meeting.

Since the previous revision, the ADAH has embarked on new initiatives, such as commemoration of the Women's Suffrage Centennial and efforts to achieve compliance with the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA). Records relating to these efforts were not represented in the previous edition of the RDA. In addition, the RDA revision adheres to archival best practices and reflects the administrative work the ADAH does on behalf of other agencies, such as the State and Local Government Records Commissions and the Alabama Academy of Honor. Records Management staff spoke with representatives of every section and division within the agency to fully represent the diverse work completed by agency employees in preserving and teaching Alabama history, creating a document that should function for years to come.

The extensive process has informed new standards as Records Management Archivists continue developing and revising retention schedules for state agencies. Staff will be creating more comprehensive agency histories moving forward, working toward the goal of having RDAs provide research insight into government operations and functions in Alabama. Additionally, archivists have re-evaluated the process for conducting interviews with agency staff, both in number of meetings held and the nature of questions asked, to result in the most comprehensive possible document.

All currently-approved agency retention schedules, including for the Alabama Department of Archives and History, can be found on the ADAH's website.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

The Alabama Territory was created from the eastern part of the Mississippi Territory in 1817, when the western part became the State of Mississippi. When Alabama gained statehood as the twenty-second state on December 14, 1819, the Alabama Territory's records were held by officials in Alabama, Mississippi, and the federal government.

Alabama did not have a centralized institutional repository for its records during the state's early years. In 1820, the Legislature passed a law that made the Secretary of State's Office responsible for the care of legislative documents. The Secretary of State was also responsible for consolidating and copying British, French, and Spanish records in Alabama relating to the state's territorial years.

The responsibility to preserve and publish local historical materials fell to private historical societies during this period. The first and only statewide historical society was the Alabama Historical Society, founded in 1850 through the efforts of University of Alabama president Basil Manly. The Alabama Historical Society held annual meetings throughout the 1850s, but most of the Society's collections were destroyed during the Civil War.

Joshua H. Foster, the Alabama Historical Society's first secretary, led a revival of the organization in the 1870s. The Society planned to request funds from the Legislature to construct a fireproof building for records storage, but these plans never came to fruition.

Thomas M. Owen

The Alabama Historical Society remained mostly dormant until the 1898 meeting, at which Thomas M. Owen was elected as the organization's secretary-treasurer. Owen was an attorney in Carrollton, Pickens County, Alabama, with a growing passion for state history. Throughout the 1890s, he amassed a personal archival collection of newspapers, monographs, scrapbooks, and other materials that documented Alabama's history. He launched a campaign to increase membership in the Alabama Historical Society and prepared two bills for submission to the State Legislature at its 1898 session. One bill requested appropriations to fund the publication of the Society's scholarly journal, while the other bill proposed the establishment of a state historical commission. Like other members of the Alabama Historical Society, Owen sought to establish a state historical commission in part to address the need for proper management of government records but also to ensure the preservation and promotion of Confederate history and ideals.

The Legislature was considering both bills on the same day that the Alabama Confederate Monument was unveiled on the State Capitol's lawn. Legislators attended the unveiling ceremony and listened to the remarks of former Governor Thomas Goode Jones, a member of the Alabama Historical Society. A Confederate veteran himself, Jones spoke of the patriotism and sacrifice of Confederate soldiers and their families and implored listeners to uphold this aspect of Alabama's history.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

As Owen proposed, the Legislature passed Alabama Act 1898-86, which established the Alabama History Commission and mandated that it must prepare a "detailed report [for] the Governor of Alabama...with an account of the [present] condition of historical work in the State and with such recommendations as may be desirable."

The Commission submitted its findings to the Governor in a report dated December 1, 1900. Among other recommendations, the report called for "the creation of a Department of Archives and History, charged with the custody of the State official archives, and the collection and creation of a State library, museum and art gallery."

In response to these recommendations, the Legislature established the Alabama Department of Archives and History (ADAH) in February 1901. The ADAH was the first publicly funded state archival agency in the nation and is governed by a geographically representative Board of Trustees. The Board elected Owen as the department's first director on March 2, 1901. Owen worked closely with his wife, Marie Bankhead Owen, and hired Peter A. Brannon, both of whom would eventually succeed him as ADAH directors. Under Owen's tenure, the department acquired an extensive collection of Confederate artifacts as well as personal papers, nineteenth-century portraits, and Civil War flags.

ADAH staff initially worked from office space in the Alabama Senate cloakroom but moved to the State Capitol's newly constructed south wing in 1907. These working arrangements became inadequate as the agency's collections expanded. While Owen aspired to build a freestanding facility for the department, he did not live to see construction begin. He served as director of the department until his death in March 1920.

Marie Bankhead Owen

Marie Bankhead Owen was a member of the politically prominent Bankhead family. Her father, John H. Bankhead, served in the Alabama Legislature and in both chambers of the U.S. Congress. Marie Owen's brothers John H. Bankhead and William B. Bankhead served in the U.S. Senate and the U.S. House of Representatives, respectively. The latter served as Speaker of the U.S. House of Representatives from 1936 to 1940 and is the namesake of Bankhead National Forest, located in portions of Franklin, Lawrence, and Winston Counties.

Marie met Thomas Owen in 1887 at the University of Alabama commencement ceremony. They married in 1893 and had two sons, one of whom survived to adulthood. After Thomas Owen was elected as the ADAH's first director in 1901, the family settled in Montgomery. Marie Owen was a prolific writer and authored six historical plays and four student-oriented histories commemorating Alabama's centennial in 1919. She was also active in women's organizations including the Daughters of the American Revolution, the United Daughters of the Confederacy, and the Women's Anti-Ratification League, which opposed Alabama's adoption of the Nineteenth Amendment to the U.S. Constitution.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

The ADAH Board of Trustees elected Marie Owen as the department's second director in April 1920, less than one month after her husband's death. Owen dedicated herself to continuing her husband's legacy. She completed and published Thomas Owen's four-volume *History of Alabama and Dictionary of Alabama Biography* in 1921. During this period, another of her projects was the creation of a new coat of arms and motto for Alabama. The motto she chose was "We Dare Maintain Our Rights," which was translated into Latin by University of Alabama Professor W.B. Saffold as "Audemus jura nostra defendere." She completed the coat of arms and motto in 1923, but the Legislature did not approve them until 1939. The coat of arms and motto designed by Mrs. Owen remain in use as of 2021.

The department maintained an active publications program during the 1920s and 1930s, including a *Historical and Patriotic Series* with influential titles including *The Formative Period in Alabama, 1815-1828* by Dr. Thomas Perkins Abernethy, and *Party Politics in Alabama from 1850 through 1860* by Dr. Lewy Dorman. The ADAH also supported periodicals including the *Alabama Historical Quarterly* and *Arrow Points*, the Alabama Anthropological Society's monthly bulletin.

Owen also expanded the ADAH's work beyond collecting and storing historical materials. For example, Alabama Act 1911-345 empowered the ADAH's director to work with the state superintendent of education to "compile and publish a carefully selected and annotated list of books...representative of the whole field of literature" from which rural Alabama libraries could select. The ADAH was also required to "encourage the establishment of [rural and county] libraries" by offering free support to local governments seeking to create libraries in their communities.

Owen's tenure as director was not free of criticism. In 1931, as the Great Depression was taking a heavy toll on the state's finances, Gov. Benjamin M. Miller commissioned the Brookings Institution to undertake a comprehensive study of Alabama state agencies and offer fiscal recommendations. Concluding that the ADAH was not "an indispensable, practical, or 'money-making' branch of the state organization," the report recommended that the ADAH be abolished and its archival collections transferred to the University of Alabama.

Owen nevertheless forged ahead, utilizing her political connections to secure federal funding appropriations for the construction of the Alabama World War Memorial Building. The building would serve not only as a memorial to Alabama soldiers, but also as a location to store and display the ADAH's archival collections and artifacts. The Archivist of the United States Robert D.W. Connor dedicated the building in November 1940 during the fourth annual meeting of the Society of American Archivists, which took place in Montgomery. ADAH staff continue to operate from the World War Memorial Building as of 2021.

The ADAH experienced significant organizational changes during the latter years of Owen's tenure. Alabama Act 1945-152 separated the Legislative Reference Service from the ADAH into a separate agency. Act 1945-293 authorized the department to "demand and recover any public records from any person having illegal or unlawful possession thereof," and also to "give advise [sic] and assistance to any public official in [matters of] preserving, filing, and making available" the public records in the official's custody.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

Peter A. Brannon

Peter Alexander Brannon was born in Seale, Russell County, Alabama, in 1882. He graduated from the Alabama Polytechnic Institute (now Auburn University) in 1900 with a pharmaceutical chemistry degree. After Brannon's step-grandfather's death in 1903, Brannon inherited a collection of manuscripts, Native American artifacts, and military weapons. Thomas Owen learned of the collection and visited Brannon, ultimately purchasing several pieces from the collection for inclusion in the ADAH holdings. Brannon became increasingly involved with the ADAH. He moved to Montgomery in 1907, and in 1911, the ADAH Board of Trustees appropriated funds for Owen to hire Brannon as his chief clerk.

Brannon assumed increasing levels of responsibility in the ensuing decades. He traveled across Alabama conducting local government records surveys, marking historic sites, and lecturing to schools and historical societies. Brannon also edited *Arrow Points*, the Alabama Anthropological Society's monthly bulletin, for the publication's entire run from 1922 to 1937.

After Marie Owen's retirement in 1955, the ADAH Board of Trustees elected Brannon as the agency's third director. During Brannon's tenure as director, the ADAH assumed a lead role in organizing Alabama's commemoration of the Civil War centennial. Brannon made prolific contributions to the field of public history during this time, penning a regular "Through the Years" column in the *Montgomery Advertiser* that educated the general public about subjects as diverse as the Federal Road in Alabama and the U.S. Census.

In the 1950s, state and local officials expressed concern that they lacked proper direction in the care and preservation of government records. In response to these concerns, the Legislature enacted Alabama Act 1955-565, which created the State and County Records Commissions. The State Records Commission was responsible for "...determining which state records shall be permanently preserved because of historical value, and which state records may be destroyed or otherwise disposed of..." while the County Records Commission performed the same function for county records. ADAH employees served as support staff for both commissions, and the department director served as the State and County Records Commissions' chair.

The ADAH experienced further organizational changes during this period. Alabama Act 1959-600 separated the Public Library Service from the ADAH and into a separate agency. The Legislature placed historic preservation activities under the purview of another new agency, the Historical Commission, with the passage of Alabama Act 1966 Ex. Sess. 168.

Unfortunately, the department's state funding did not keep pace with the increasing size of government, the increasing volume of the ADAH's collection, or the increasing demands by constituents for services. Brannon continued to serve as director until his death in January 1967.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

Milo B. Howard

Milo Barrett Howard, Jr. was born in Montgomery, Alabama, in 1933. He graduated from Alabama Polytechnic University with a triple undergraduate degree in history, English, and foreign languages, then returned to the newly renamed Auburn University to earn a master's degree in history. After a stint in the U.S. Army's Military Intelligence Corps, Howard returned to Montgomery and found work as an archivist at the ADAH.

The ADAH Board of Trustees elected Howard as the agency's fourth director after Brannon's death in 1967. While serving as director, Howard simultaneously acted as chair of the Alabama Historical Commission and as the State Historic Preservation Officer. A champion for the preservation of historic architecture, Howard aided in establishing the Landmarks Foundation in 1968. The Foundation continues operation as of 2021, having restored more than fifty historic structures now housed in the "living history museum" of Old Alabama Town, located in downtown Montgomery.

Howard was a prolific writer and speaker both before and during his directorship. His published works include *The Memoire Justificatif of the Chevalier Montant de Monberaut: Indian Diplomacy in British West Florida* (co-authored with Dr. Robert R. Rea) and *A Brief History of St. John's Church*, documenting the history of his home parish in Montgomery. He lectured at both the University of Alabama and Auburn University of Montgomery (AUM) while serving as director.

During Howard's tenure, the ADAH participated in observances of the Alabama Sesquicentennial (1969) and the United States Bicentennial (1976). During the former observance, Howard oversaw the sealing of a time capsule opened during the Alabama Bicentennial in 2019.

Howard also oversaw an expansion of the Alabama World War Memorial Building during his directorship. Howard worked closely with Clinton Jackson Coley, Tallapoosa County Probate Judge and ADAH Board of Trustees Chair, to secure funding for a new wing on the building's east side. The construction was funded with state appropriations received during the administrations of Gov. Albert Brewer and Gov. George Wallace. The wing, which opened in 1974, is named after Judge Coley to commemorate his service and advocacy.

Howard hoped to expand the ADAH building even further with construction on the building's west side, but he became ill with lung cancer long before this project came to fruition. He served as director and worked on departmental business until his death at age forty-eight in November 1981.

Edwin Bridges

Dr. Edwin C. Bridges grew up in Bainbridge, Georgia. He completed his undergraduate studies at Furman University (located in Greenville, South Carolina) before completing master's and doctorate degrees in history at the University of Chicago. Bridges taught at the Georgia Institute for Technology in Atlanta before joining the Georgia Department of Archives and History staff, eventually becoming assistant director there.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

After Howard's death in 1981, the ADAH launched a search committee to find the department's next director. The committee contacted and interviewed Bridges, ultimately offering him the position in 1982. He would serve as director for the next three decades.

Committed to implementing archival best practices, Bridges hired trained archivists, curators, and educators to care for and promote the department's permanent collections. During his tenure, ADAH staff updated all catalog records, improved collection storage conditions, and expanded educational programs about Alabama history. The ADAH implemented many grant projects during Bridge's tenure, including a newspaper preservation project funded by the National Endowment of the Humanities (NEH) and an archaeological cataloging project funded by the National Science Foundation (NSF).

The National Historical Publications and Records Commission (NHPRC) sponsored several projects in Alabama during this period as part of its efforts to establish Historical Records Advisory Boards in all fifty states. The NHPRC funded an assessment of Alabama's government historical records, resulting in the 1985 report *Assessing Alabama's Archives: A Plan for the Preservation of the State's Historical Records*.

Due in part to the NHPRC report's conclusions, the ADAH partnered with the Association of County Commissions of Alabama and the Alabama League of Municipalities to support the enactment of more comprehensive records management legislation. The Legislature responded by enacting Alabama Act 1987-658, which abolished the County Records Commission and replaced it with a more inclusive Local Government Records Commission. ADAH employees served as support staff for the Local Government Records Commission while continuing to support the work of the State Records Commission. To further extend services to state agencies, the ADAH opened the State Records Center, a freestanding facility providing low-cost storage and retrieval services to state agencies.

As technology changed during the 1980s and 1990s, ADAH Records Management staff developed innovative records management solutions. In a 1995 report to the State Records Commission, archivists introduced the concept of the Records Disposition Authority (RDA), an agency-specific document that "analyzes the agency's function and activities, discusses how the agency creates and maintains records, and...provides disposition requirements for the agency's records." The department completed its *Functional Analysis of Alabama Government*, which provided the foundation for the first RDA approvals in 1996.

After the reactivation of Alabama's State Historical Records Advisory Board (SHRAB) with the passage of Alabama Act 2006-106, the ADAH Records Management Section also supported the Board's work. Archivists worked with SHRAB to create a strategic plan for the board and to offer several cycles of regrant programs. These programs connected local government agencies and historical repositories in Alabama with the funding necessary to inventory, catalog, store, and provide access to records in their care.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

The ADAH embraced new technology during Bridges' directorship. In 1994, for example, the ADAH became the second state agency in Alabama to establish an online presence. The department began digitizing select records in 2001 while also participating in multiple digitization initiatives in partnership with other entities. For instance, the ADAH and the Alabama Senate collaborated to digitize and provide access to legislative acts and journals created during the 1800s. The ADAH and the Alabama Secretary of State (SOS) collaborated to digitize and provide access to legislative acts created during the 1800s.

Bridges also recognized the beneficial role to be played by auxiliary support organizations. He oversaw the establishment of the Friends of the Alabama Archives in 1982, a private, nonprofit organization that assists the department with public programming, conservation projects, equipment purchases, and other vital expenditures. The Alabama Archives and History Foundation was established later, in 2002, to oversee largescale, capital fundraising campaigns.

The Foundation's largest project to date was fundraising to furnish and equip a new wing on the building's west side. Financed by a state bond issue and opened in 2005, the west wing included much-needed archival storage space, a state-of-the-art research room, an auditorium for public programs, and space for a state history museum. The first phase of the Museum of Alabama opened in 2011 with exhibits on "The Land of Alabama" and "The First Alabamians." Bridges retired in 2012, but he remains active with historical and cultural organizations in the Montgomery area as of this writing. The University of Alabama Press published Bridges' book *Alabama: The Making of an American State* in 2016.

Steve Murray

A native of Louisiana, Steve Murray completed his undergraduate studies at Louisiana College (located in Pineville, Louisiana) before completing a master's degree in history at Auburn University. He served as managing editor of the *Alabama Review*, a quarterly publication of the Alabama Historical Association, and the online *Encyclopedia of Alabama* before becoming an ADAH Assistant Director in 2006.

The ADAH Board of Trustees elected Murray as the agency's sixth director after Bridges' retirement in 2012. One of Murray's early priorities was completing the "Alabama Voices" exhibit in the department's west wing. The exhibit opened in 2014 and constitutes the centerpiece for the Museum of Alabama. The completed museum describes and interprets the state's history from prehistoric times to the 21st century through artifacts, images, and Alabamians' voices. Elementary school students enrolled in Alabama history courses frequently visit the museum during field trips to Montgomery.

STATE RECORDS COMMISSION

ADAH RDA SPOTLIGHT

Under Murray's leadership, the ADAH participated in several grant initiatives, including State Historical Records Advisory Board (SHRAB) re grants funded by the National Historical Publications and Records Commission (NHPRC). The NHPRC also funded the Alabama State Electronic Records Project (ASERP), a three-year collaboration between the ADAH and the Governor's Office to develop a processing workflow intended to manage, preserve, and provide access to permanent electronic records created by state agencies. The ADAH intends to undertake additional grant-funded projects in the future, such as efforts to bring the institution into full compliance with the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA).

The ADAH continues to adapt to technological advances in the 21st century. As part of the ASERP grant, the ADAH launched a web-based portal to provide access to born-digital government records. The ADAH's Digital Assets Section images archival materials and makes them available online via a digital content management system, which contains more than 1.1 million digitized objects as of early 2021. Large digitization initiatives include territorial and early statehood records, military unit and service records, gubernatorial records of the Civil War and Reconstruction era, genealogical publications, and the Alabama Media Group (AMG) Collection of newspaper photographic archives. The ADAH has a social media presence on Facebook and Twitter. Recordings of public programs are available on its YouTube channel.

The ADAH participated in the Alabama Bicentennial observances in 2019 and the United States Women's Suffrage Centennial in 2020. In the former case, staff worked closely with the Alabama Bicentennial Commission and other partner entities to plan and implement commemorative activities, including development of Alabama Bicentennial Park in the Capitol Complex. A series of K-12 professional development programs in history and civics education began as a bicentennial initiative and continues to serve classroom educators as the Alabama History Institutes. A special exhibition of the state's six constitutions and the 1861 ordinance of secession was on display in Huntsville and Montgomery during 2019.

On June 23, 2020, the ADAH issued a Statement of Recommitment in which it acknowledged the department's role in creating systemic racism by preserving and promoting Confederate history while "declining to acquire and preserve materials documenting the lives and contributions of African Americans in Alabama." The department committed to pursuing greater diversity among ADAH staff through recruitment initiatives, facilitating public dialogue on difficult historical topics, and expanding its efforts "to document and tell a fully inclusive story of Alabama's role in the American experience."

Through a robust program of educational outreach, government records management services, and public services, the ADAH endeavors to "tell the story of the people of Alabama by preserving records and artifacts of historical value and promoting a better understanding of Alabama history."

LOCAL GOVERNMENT RECORDS COMMISSION UPDATES

OCTOBER 28, 2020

RECORD SERIES	REVISION/ADDITION	APPLICABLE RDA
Employer Tax Returns	New record series to include federal Forms 1099 and employer state tax returns	All Local Government Agency RDAs
Facilities/Buildings Safety Plans and Training Files	Updated to include additional types of safety plans, such as tornado drills and bomb threat training	All Local Government Agency RDAs
Insurance Policies and Claims	Expanded to include claims not directly related to local government properties and to include proofs of insurance	All Local Government Agency RDAs
Job Recruitment Materials	Retention updated to no longer be audit-dependent, as these materials are not subject to audit	All Local Government Agency RDAs
Budget Requests	Description updated to include budget requests from nonprofit organizations and other nongovernmental entities	Multiple Local Government Agency RDAs
Job Classifications and Pay Plans	Updated to encompass records created during the position reclassification process	Multiple Local Government Agency RDAs
Rental Agreements and Related Records	New record series to encompass rental agreements and insurance verifications of government-owned property leased to private entities	Multiple Local Government Agency RDAs
911 Communication Records	Broadened from "911 Call Recordings" to encompass other 911 communication formats (such as text messages)	911 Emergency Communication Districts
Accreditation Reports	Revised to include meeting notes and internal memoranda prepared when a school undergoes reaccreditation	Boards of Education
Parent or Guardian Authorization/Permission Files	Expanded to include other types of parental authorizations, such as media release forms (which allow the school to publish students' photographs)	Boards of Education
School Food Establishment Inspection Records	New record series documenting the school's compliance with food service facility regulations and health inspections	Boards of Education
Student Activities Working Files	New record series addressing working files used to create permanent final student publications, such as yearbooks	Boards of Education
Student Attendance Records	New record series capturing daily, monthly, or quarterly attendance reports not covered elsewhere in the RDA	Boards of Education
Bench Warrants and Subpoenas (Law Enforcement Copies)	Broadened description to include not only subpoenas for witnesses, but also subpoenas for documents or evidence in both criminal and civil matters	Law Enforcement Agencies

LOCAL GOVERNMENT RECORDS COMMISSION UPDATES

APRIL 28, 2021

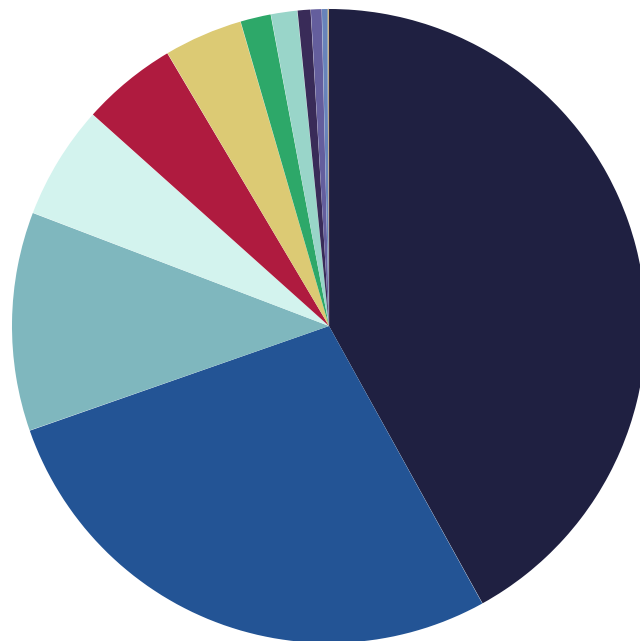
RECORD SERIES	REVISION/ADDITION	APPLICABLE RDA
Informational and Promotional Materials	Standardizes the record series across all local RDAs to mirror treatment in state RDAs	All Local Government Agency RDAs
Insurance Policies and Claims	Broadened to include certificates of insurance for vendors doing work for local government agencies	All Local Government Agency RDAs
Absentee Election materials	Updated to reflect passage of Alabama Act 2019-507, which requires that unused absentee election materials be sent to county sheriffs	Multiple Local Government Agency RDAs
Landfill and Recycling Records	Expanded series "Landfill Records" to also include recycling services	Multiple Local Government Agency RDAs
Records of Election Results	Updated to include election results for political party primaries and primary runoffs, which take place before general elections	County Probate Offices
Motor Vehicle Licensing Records	Clarified to reflect that, with the adoption of a new print-on-demand system, unused motor vehicle decals sheets must be destroyed and properly documented as an anti-theft measure.	County Probate Offices
Probate Minutes, Records, and Orders	Broadened to include audiovisual recordings of any proceedings of the probate court, rather than including separate record series for different hearing types	County Probate Offices
Uniform Commercial Code (UCC) Filings and State and Federal Tax Liens	Standardized to match the Secretary of State's Office RDA, including more accurate descriptions of UCC filing types	County Probate Offices
Motor Vehicle Licensing Records	Standardization of record series to be consistent with the series' treatment in the County Probate Offices RDA	County Taxation Offices
CPR Training Records and Educational Program Records	New record series that encompasses records related to CPR training, recertification, and accreditation	Fire Departments
Alarm System Registration Records	New record series documenting the requirement in some jurisdictions that alarm systems must be registered	Law Enforcement Agencies
Grant Project Files	Expanded to include grant records related to federal, state, local, private, and nonprofit funding sources	Public Libraries

PERMANENT RECORDS TRANSMITTALS

FY 2021 Transmittal Statistics

Category	Number
Total State Agencies	55
Total Cubic Feet	223.97 cf
Total Megabytes	625,780.59 MB
Date Span	1881-2021

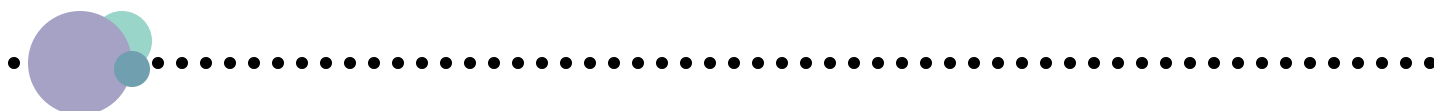
Permanent Paper Records Transmittals in FY 2021



Did you know?
The Records Management Section also facilitates government artifact transmittals!

In FY 2021, archivists transmitted 220 artifacts from ca. 1930 to 2020. This included a bomb-defusing robot from the Alabama Law Enforcement Agency and an unselected plaque for Bicentennial Park from the Alabama Bicentennial Commission.

- Historical Commission - 94 cf
- Legislative Services Agency - 62 cf
- Examiners of Public Accounts - 25 cf
- Board of Nursing - 13 cf
- Bicentennial Commission - 10.91 cf
- Health Planning and Development Agency - 9 cf
- Law Enforcement Agency - 3.5 cf
- Choctawhatchee, Pea, and Yellow Rivers Watershed Management Authority - 3 cf
- Secretary of State's Office - 1.51 cf
- State Treasurer - 1.25 cf
- Department of Corrections - 0.65 cf
- Board of Funeral Services - 0.10 cf
- Department of Archives and History - 0.04 cf
- Pilotage Commission - 0.01 cf



PERMANENT RECORDS TRANSMITTALS

PAPER RECORDS

Historical Commission	Date Range	Total Cubic Feet
Survey Documentation on Historic Properties	1953-2020	94.00
Legislative Services Agency	Date Range	Total Cubic Feet
Legislation Project Files	2016-2017	62.00
Examiners of Public Accounts	Date Range	Total Cubic Feet
Audit Reports-File Copies	1999-2019	13.00
Administrative Files	1992-2017	12.00
Board of Nursing	Date Range	Total Cubic Feet
Meeting Files	2013-2018	13.00
Bicentennial Commission	Date Range	Total Cubic Feet
Project Files	2015-2020	2.66
Grant Reports	2014-2020	2.50
Meeting Files	2013-2020	2.00
Foundation Administrative Files	2014-2020	1.00
Publicity Files	2014-2020	1.00
Administrative Files	2014-2018	0.50
Photographs	2017-2020	0.50
Exhibit Files	2017-2019	0.25
Foundation Meeting Files	2016-2018	0.25
Teacher Professional Development Files	2016	0.25
Health Planning and Development Agency	Date Range	Total Cubic Feet
Meeting Files	1979-2018	9.00
Law Enforcement Agency	Date Range	Total Cubic Feet
Policies and Procedures	1963-1969	2.00
Administrative Files	1930s-1970s	0.50
Publicity Files	unknown	0.50
Photographs	unknown	0.25
Publications	1944-1976	0.25
Choctawhatchee Watershed Management Authority	Date Range	Total Cubic Feet
Meeting Files	1991-2018	3.00
Secretary of State	Date Range	Total Cubic Feet
Administrative Files	2005-2019	1.50
Publicity Files	2020	0.01
State Treasurer	Date Range	Total Cubic Feet
Scheduling Files	2019-2021	1.00
Administrative Correspondence	2019-2021	0.25
Department of Corrections via ADAH	Date Range	Total Cubic Feet
Convict Records	1881-1905	0.65
Board of Funeral Services	Date Range	Total Cubic Feet
Meeting Files	2019-2021	0.10
Department of Archives and History	Date Range	Total Cubic Feet
Administrative Files	2008	0.02
Audio/Visual Recordings	1976	0.01
Publicity Files	unknown	0.01
Pilotage Commission	Date Range	Total Cubic Feet
Registers and Rosters	2020	0.01

PERMANENT RECORDS TRANSMITTALS

ELECTRONIC RECORDS

Bicentennial Commission	Date Range	Total Megabytes
Multiple Series, Electronic	2017-2020	615,262.82
Public Health	Date Range	Total Megabytes
Publicity Files	2020	481.46
Administrative Files	2020	198.20
Legislature - House of Representative	Date Range	Total Megabytes
House Journals	2018-2021	102.60
Department of Commerce	Date Range	Total Megabytes
Publicity Files	2020	51.40
Legislature - Senate	Date Range	Total Megabytes
Senate Journals	2019-2020	46.76
Conservation and Natural Resources	Date Range	Total Megabytes
Publicity Files	2020	7.86
Maps	2010	0.29
Board of Cosmetology and Barbering	Date Range	Total Cubic Feet
Administrative Files	2020	1.59
Publicity Files	2020	0.51
Board of Physical Therapy	Date Range	Total Megabytes
Administrative Files	2021	1.10
Department of Archives and History	Date Range	Total Megabytes
Photographs	2021	0.74
Board of Public Accountancy	Date Range	Total Megabytes
Administrative Files	2020	0.67

ELECTRONIC MEETING FILES

In FY 2021, 38 state agencies transmitted electronic meeting files.

State Agencies that Submitted Meeting Files	Total Megabytes
	9,564.61
<p>911 Board, Board for Registration of Architects, Archives and History, Athlete Agents Commission, Board of Chiropractic Examiners, Choctawhatchee Watershed Management Authority, Conservation and Natural Resources, Board of Cosmetology and Barbering, Crime Victims' Compensation Commission, Board of Dental Examiners, Board of Dental Scholarships, Department of Education, Electronic Security Board of Licensure, School of Fine Arts, Fire College and Personnel Standards Commission, Board of Funeral Services, Commission on Higher Education, Housing Finance Authority, Board for Registered Interior Designers, Legislative Services Agency, Liquefied Petroleum Gas Board, Local Government Health Insurance Board, Medical Examiners and Medical Licensure Commission, Board of Nursing, Oil and Gas Board, Board of Optometry Scholarships, Board of Optometry, Personnel Department, Professional Bail Bonding Board, Board of Licensure for Professional Engineers and Land Surveyors, Board of Prosthetists and Orthotists, Board of Public Accountancy, Real Estate Commission, School of Mathematics and Science, Secretary of State, Sports Hall of Fame Board, Department of Transportation, State Treasurer</p>	

PERMANENT RECORDS TRANSMITTALS

ELECTRONIC REGISTERS AND ROSTERS

In FY 2021, 22 state agencies transmitted registers and/or rosters.

State Agencies that Submitted Electronic Registers and Rosters for 2020	Total Megabytes
	59.98
Board for Registration of Architects, Board of Athletic Trainers, Board of Chiropractic Examiners, Board of Cosmetology and Barbering, Board of Dental Examiners, Electronic Security Board of Licensure, Department of Finance - Real Property, Board of Funeral Services, Board for Registered Interior Designers, Liquefied Petroleum Gas Board, Medical Examiners and Medical Licensure Commission, Board of Nursing, Board of Occupational Therapy, Onsite Wastewater Board, Board of Optometry, Board of Physical Therapy, Professional Bail Bonding Board, Board of Licensure for Professional Engineers and Land Surveyors, Board of Prosthetists and Orthotists, Board of Public Accountancy, Real Estate Commission, Board of Veterinary Medical Examiners	

OVERSIZED ITEMS & ARTIFACTS

In FY 2021, 3 state agencies transmitted oversized archival items and/or artifacts. Agencies transmitted 50 irregularly sized items and 220 artifacts in FY 2021.

Bicentennial Commission	Date Range	Total Items
Publicity Files, Artifacts	unknown	164.00
Publicity Files, Oversized	unknown	37.00
Project Files, Artifacts	unknown	15.00
Project Files, Oversized	unknown	4.00
Law Enforcement Agency	Date Range	Total Items
Artifacts	1930s-1977	40.00
Department of Archives and History	Date Range	Total Items
Photographs	2008	8.00
Publicity Files, Oversized	2020	3.00
Artifact	2020	1.00

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. These records can be accessed at <https://adah.access.preservica.com/>.



Meeting Minutes & Files

Meeting minutes are formally recorded notes describing what transpired during a meeting. Minutes provide essential information about what issues a board or committee discussed and the outcome of any votes taken. Once members review and approve the minutes, these become legal documents supporting the meeting body's adherence to proper procedures and legal requirements. Alabama government agencies are accountable to the Open Meetings Act. The approved minutes from meetings subject to the Open Meetings Act are permanent records that must be made available to the public as soon as practicable.

Meeting files, which can include minutes, agendas, and supporting documentation packets, can raise awareness of the problems and issues boards and commissions face. The files also offer the public a chance to gain a fuller understanding of an agency's work, and to study trends.

This year, the ADAH expanded its collecting efforts to include electronic meeting files and will continue to do so annually. The transmitted meeting files, comprising minutes, agendas, and board packets, were made available to the public through Preservica in July 2021.



State Publications

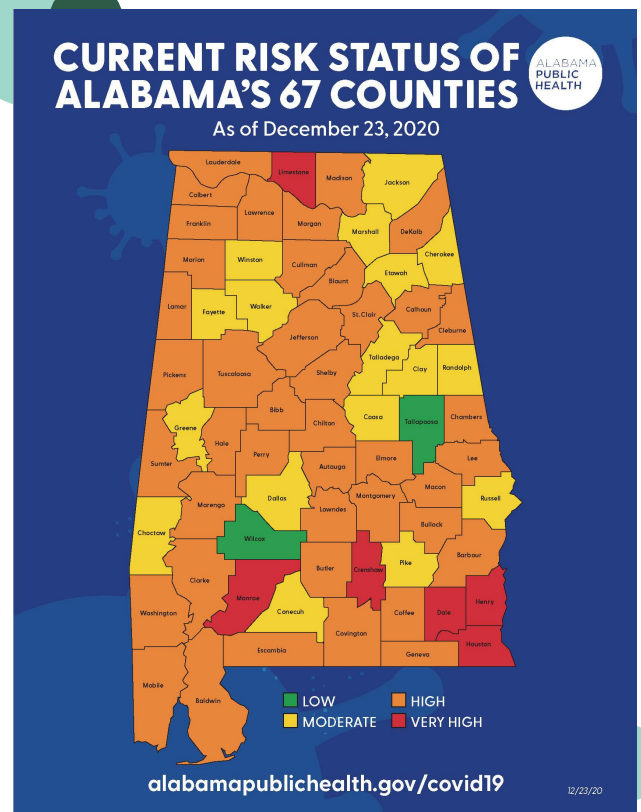
The electronic records collections also include full-text publications produced by Alabama state agencies, including annual reports, newsletters, and bulletins. The Records Management Section reaches out to agencies annually to collect these state publications. In FY 2021, 84 state agencies transferred electronic state publications for a sum of 912 publications. The transmitted materials totaled 2,139 megabytes.

The ADAH collects state publications on an ongoing basis; if you have electronic publications you would like to be added to our collection in FY 2022, please contact the Records Management Section to begin that process.

TRANSMITTAL HIGHLIGHT

Alabama Department of Public Health

It is hard to imagine that any Alabama state agency experienced the COVID-19 pandemic effects as profoundly as the Alabama Department of Public Health (ADPH). In FY 2021, ADPH transmitted over 679 MB of electronic records to the ADAH. The majority of these documents dealt directly with Alabama's response to the pandemic. One highlight from the transmitted materials includes county risk status updates, which show the weekly risk status in all sixty-seven Alabama counties from late June through December 2020. Other COVID-19 related materials include worksheets and flyers provided to municipalities, counties, and businesses in Alabama by ADPH, covering several topics ranging from shopping safely and creating homemade face coverings to the procedures essential workers should take after exposure to COVID-19 and quarantine guidelines.



ADPH also transmitted some records not related to the pandemic. These include organization charts, the 2019-2023 Strategic Plan report, and a map of the public health districts of Alabama. Other interesting materials given to the ADAH include press releases for programs and events, including Radon Action Month, the closure of waters used to grow shellfish, and the "Share your smile with Alabama" photo campaign.

*Interested in these records? Check them out, along with hundreds of other electronic publications, on Preservica:
<https://adah.access.preservica.com/>*

TRANSMITTAL HIGHLIGHT

Alabama Law Enforcement Agency

In 2013, Alabama consolidated twelve law enforcement agencies and functions into one entity: the **Alabama Law Enforcement Agency (ALEA)**. This list of twelve agencies included the former Department of Public Safety and their associated museum. After the closure of the Department of Public Safety's museum, ALEA transferred numerous artifacts and several cubic feet of archives materials to the ADAH in 2021. The items transmitted testify to the changes in law enforcement work from the early 20th century through the early 21st century. The transmitted materials date between the 1930s and 2000s.

The documents transmitted to the archives are categorized into four record series: photographs, publicity files, policies and procedures, and administrative files. Publicity files from ALEA include handouts about speed enforcement, driver license samples, and career brochures for the Alabama State Troopers. The photographs include studio portraits of groups and individual officers. There is also a photograph of a 5-year-old who served as a mascot for the Alabama Department of Public Safety during the 1950s.

Manuals and handbooks make up a large portion of the policies and procedures records transmitted by ALEA. Titles of these records include "Alabama Department of Public Safety: Firearms," "Regulations, Policy, and Procedures of the Highway Patrol Division," and "Alabama State Troopers Aerial Speed Enforcement Program Time Speed Table for 1/4 mile handout." Administrative files consist of records like undated Alabama Highway Patrol radio dispatches, an agency telephone directory from 1969, and daily reports from the 1930s through 1950s.



A few highlights of the artifacts transmitted by ALEA include uniforms and badges worn by officers throughout the 20th century and a 1960s-era riot helmet. Other objects representing the daily work of Alabama law enforcement include flashlights, bulletproof vests, a measurement tool for car accidents, and an eye chart from the 1940s. An assortment of firearms used by or confiscated by ALEA round out the collection. One particularly fascinating artifact transferred from ALEA is a bomb-defusing robot with a water cannon from the late 1990s (pictured, left, in transit to the ADAH).

TRANSMITTAL HIGHLIGHT

Alabama Historical Commission

The Alabama Historical Commission (AHC) transmitted 94 cubic feet of historic properties survey documentation dating from 1953 to 2020. The records add to the AHC survey documentation on historic properties collection at the ADAH.



The AHC safeguards Alabama's historic buildings and sites. This work includes accepting surveys to identify, document, and evaluate a community's physical historic resources, such as houses, churches, and cemeteries. Survey documentation files can comprise field drawings, photographs, sketches, maps, and reports of areas and buildings of possible historical significance. Transferred

files include many historic sites within Jefferson and Autauga counties and survey documentation from all 67 Alabama counties.

Researchers at the ADAH can access not only the survey documentation records but also final survey reports, contracts for archaeological and architectural surveys, and inventory files to learn more about the buildings and cemeteries of historical importance around Alabama.



TRANSMITTAL HIGHLIGHT

Alabama Bicentennial Commission

The Alabama Bicentennial Commission transmitted 16 cubic feet of physical records as well as artifacts in FY 2021. In addition to physical items, the Bicentennial Commission also transmitted several thousand bytes of born-digital records. These materials document the successful multi-year commemoration of Alabama's 200th anniversary; records range from 2013 to 2019. The hard work of hundreds of volunteers and partnerships with non-profits, state agencies, and Alabama-based corporations made the bicentennial observance possible.

The diverse contents of this transmittal reflect this significant commemoration. Administrative records include policies and procedures, grant files, financial statements, meeting minutes, and packets of the Bicentennial Commission and several advisory committees.

Education was a significant focus of the Bicentennial Commission's work over the multi-year commemoration. Training files for teachers, traveling exhibit guides, and records of student projects are just a sample of the education-related materials transmitted to the ADAH.

The dozens of projects and events coordinated during the Alabama

Bicentennial generated several cubic feet of records. Project files range from substantial projects like the Alabama *PastPort* project, which encouraged people to visit historic sites in all 67 Alabamian counties, to smaller events like a celebration of the state's food traditions at the Governor's Mansion and a flag exchange ceremony with Native American tribes from Alabama.



(continued next page)

TRANSMITTAL HIGHLIGHT

Alabama Bicentennial Commission (cont.)

In Montgomery, the closing celebration of Alabama's 200th birthday took place on December 14, 2019. The Capitol's grounds hosted vendors, re-enactors, marching bands, and musical artists. The Bicentennial Commission transmitted several photographs from the day and evening events and the draft plans for Bicentennial Park, which was dedicated during the closing celebration.



Artifacts transmitted to the ADAH include souvenirs created for the bicentennial, such as bags, pins, Christmas ornaments, and car magnets. Other artifacts include uniforms and smocks worn by volunteers during the final celebration of the bicentennial in Montgomery.

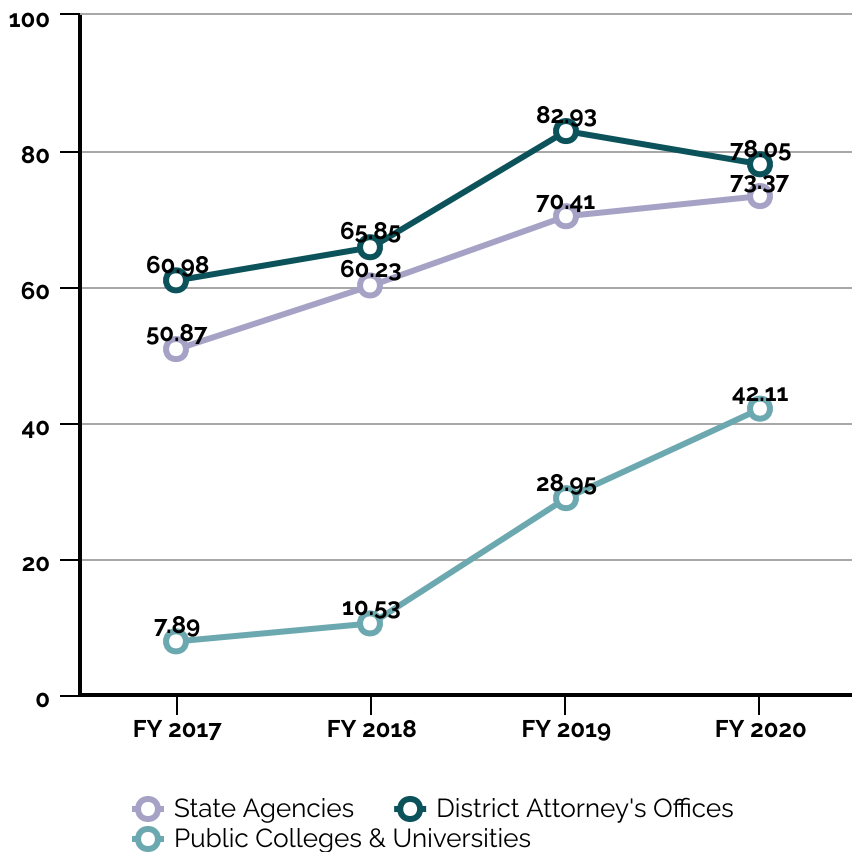


The Alabama Department of Archives and History maintains "snapshots" of state agency websites and social media pages, including those for the Alabama Bicentennial Commission, through a service called *Archive-It*, a partner product of the Wayback Machine. If you are interested in learning more about the work of the Bicentennial Commission, these fully navigable snapshots are available at archive-it.org/organizations/62.

STATE AGENCY ANNUAL RDA IMPLEMENTATION REPORTS

At the end of each fiscal year, the Records Management Section requires that state agencies, district attorney's offices, and public colleges and universities submit an **Annual RDA Implementation Report** on their records activities in the previous fiscal year. The deadline for agencies to submit information about FY 2020 records activity was January 15, 2021.

Percentage Full Compliance (Submitted All Previous Years)



Initiatives & Insights

- Staff continued to re-establish contact with **state colleges and universities**. In response to a survey question, 15 out of 21 respondents expressed interest in receiving records management training in the coming fiscal year.
- Staff requested **electronic rosters** from **state licensing boards** and **electronic newsletters and periodic reports** from all **state agencies**.
- Staff began collecting **electronic meeting minutes, agendas, and packets** from state agencies as part of the reporting process. These electronic records will be requested each year going forward.
- Staff urged state agencies to document their response to the **COVID-19 pandemic** and ensure that these historic records are preserved for future Alabamians.

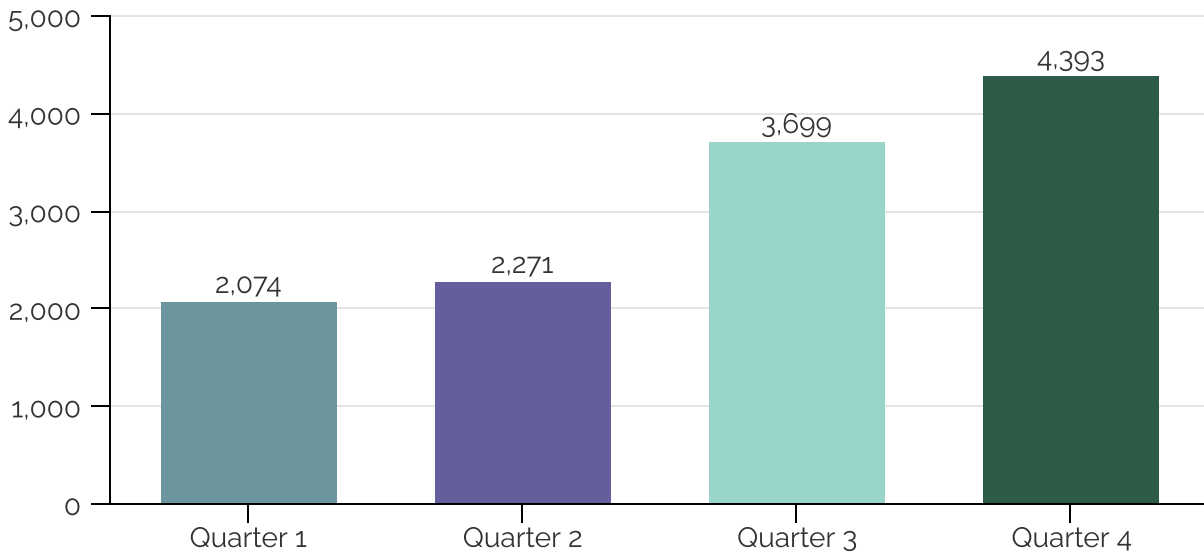
FY 2020 Compliance & Temporary Records Destruction

	Submitted at least FY 2020 report	Paper records destroyed in FY 2020 (in cubic feet)	Electronic records destroyed in FY 2020 (in MB)
State Agencies	78.10%	18,238.83 cf.	275,210,936.94 MB
District Attorneys	80.49%	199.75 cf.	8.43 MB
Public Colleges & Universities	55.27%	not requested	not requested

STATE RECORDS CENTER

49,038 cubic feet of records housed **4,513** cubic feet of records transferred **516** cubic feet of records destroyed

FY 2021 Records Requests Per Quarter



12,437 total records requests

\$303,834 total expenditures

\$278,526 actual revenue

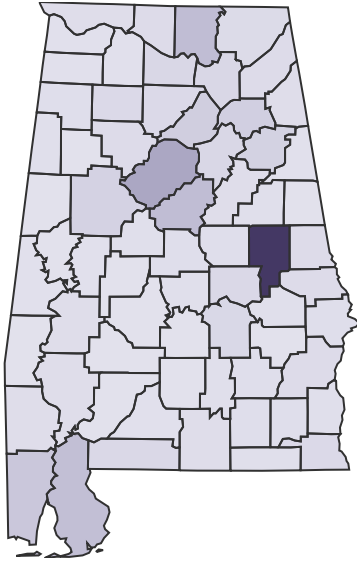
STATE RECORDS CENTER SERVICES

Retains state agency temporary records and tracks the authorized destruction dates for a small monthly fee.

Provides archival boxes for the transfer of permanent records to the ADAH and assists with the transport of records.

Provides storage and access services for state agency temporary paper records.

LOCAL DESTRUCTION OF OBSOLETE RECORDS



Destruction notices were submitted most frequently from the following counties in FY 2021:

1. Tallapoosa County - 336 notices (32.78% of total)
2. Jefferson County - 91 notices (8.88% of total)
3. Madison County - 57 notices (5.56% of total)
3. Shelby County - 57 notices (5.56% of total)

No notices were received from the following counties in FY 2021:

- | | | | |
|---------|---------|---------|----------|
| Bullock | Dallas | Lowndes | Randolph |
| Butler | Fayette | Monroe | Wilcox |
| Choctaw | 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	0	0	0.00%	0 cf
Archives and Museums	2	1	1.96%	10 cf
Boards of Education	377	65	47.10%	11,570.88 cf
County Boards of Registrars	4	3	4.48%	73 cf
County Commissions	24	11	16.42%	1,137.85 cf
County Probate Offices	21	13	19.12%	2,428.01 cf
County Taxation Offices	17	8	11.94%	1,399 cf
Emergency Management Agencies	0	0	0.00%	0 cf
Fire Departments	27	6	2.20%	911 cf
Health Care Authorities	2	2	1.14%	195 cf
Law Enforcement Agencies	150	19	5.05%	53,745.25 cf
Municipalities	398	96	21.19%	9,920.36 cf
Public Libraries	3	2	0.99%	37.53 cf
Regional Planning Commissions	0	0	0.00%	0 cf
Total	1025	226	---	81,427.88 cf

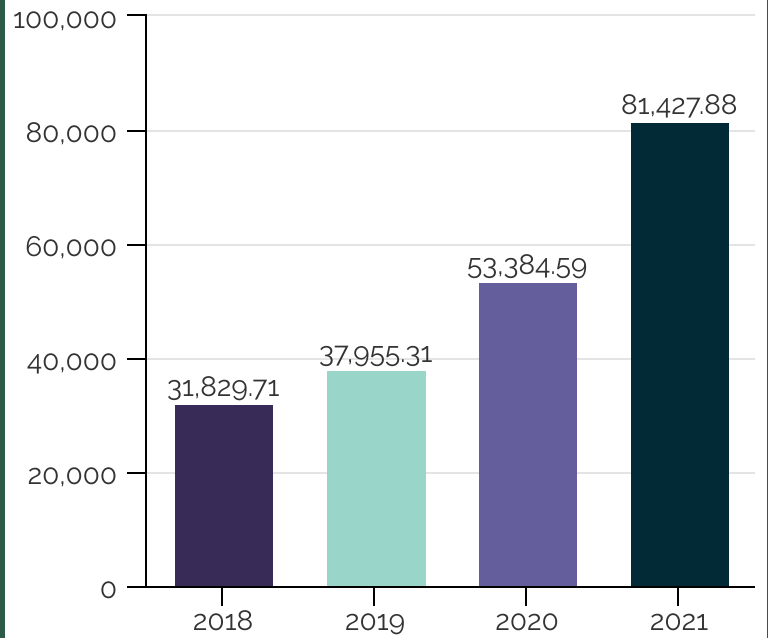
LOCAL DESTRUCTION HIGHLIGHTS

Largest Single Notices

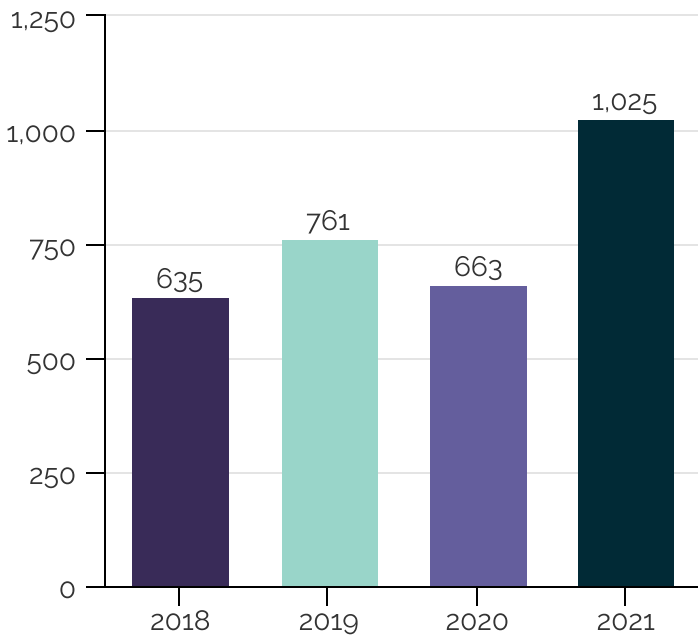
- 1* Mobile County Sheriff's Office - Support Services: 51,677 cf
- 2 Baldwin County Probate Office - Elections Division: 629 cf
- 3 City of Montgomery - Fire Department: 600 cf
- 4 Mobile County Probate Court: 500 cf
- 5 Huntsville City Schools: 492 cf

* The Support Services Division of the Mobile County Sheriff's Office disposed of obsolete eligible elections materials in October 2020, prior to the November 2020 election

Cubic Feet of Records Approved for Destruction



Destruction Notices Processed Per Year



Most Notices Submitted

- 1* Alexander City: 333 Notices (403 cf)
- 2 Shelby County Board of Education: 38 Notices (489.75 cf)
- 3 Mobile County Board of Education: 26 Notices (575.25 cf)
- 4 Hoover City Schools: 24 Notices (879 cf)
- 5 Baldwin County Board of Education: 23 Notices (677.25 cf)

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

The Records Management Section increased our engagement with state and local officials and our capacity through exploring new methods for communicating our work and our requirements. In FY 2021, Records Management Archivists embraced new outreach avenues to advise state, local, and college and university partners. Staff pursued new initiatives, used new technologies, and explored new formats to increase state and local interactions.



In conjunction with the Annual RDA Implementation Report, **archivists launched an initiative to train public college and university employees.** Institutions of higher education in Alabama produce vital historical records; however, their often decentralized structure makes records management difficult. Records Management staff offered training to all public colleges and universities to communicate statutory expectations and offer resources to institution employees.

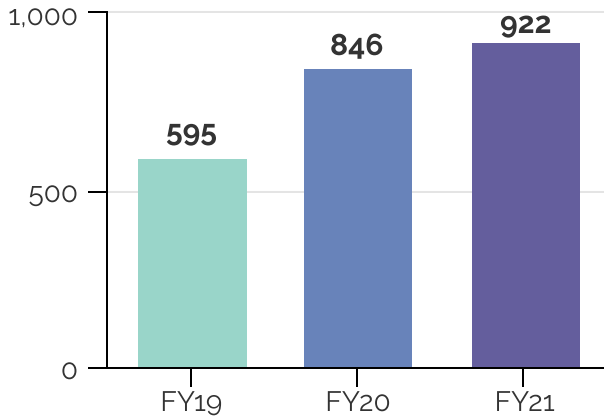
As part of increased training initiatives, Records Management staff re-examined how they provide training. The continuance of the COVID-19 pandemic hindered traditional in-person training, even as agency demand increased. This prompted archivists to embrace videoconference platforms as an alternate method for imparting guidance. As governments resume normal operations, **archivists will continue to offer virtual training to establish connections with more remote offices and offer partners expanded options for receiving guidance.**

The Records Management Section additionally **revived large-group training sessions for local government officials.** In Summer 2021, archivists mailed the new *Managing Local Records* booklet to all city and county clerks in Alabama, along with a letter offering training to interested officials on their records responsibilities. In August and September of 2021, our section delivered virtual sessions to local officials. While staff continue to offer individual and in-person sessions for city and county departments, large-scale virtual training offers opportunities to increase engagement with local partners.

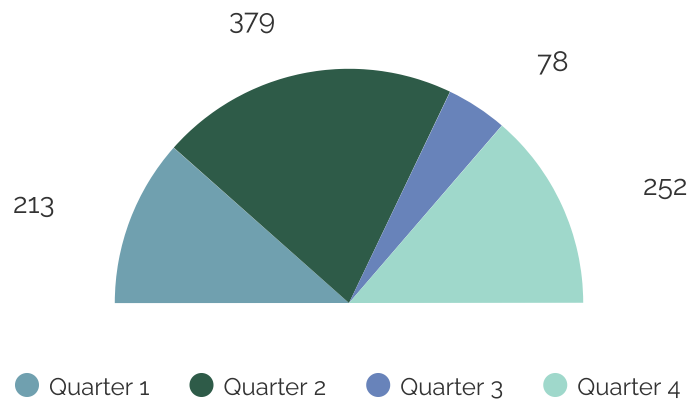
These newly implemented outreach techniques have already paid dividends. The Records Management Section has received increased reporting from public colleges and universities in the wake of the educational institution training initiative, laying the groundwork to offer further assistance to these institutions in years to come. Additionally, local government entity destruction reporting has increased 32 percent from the previous year! **In FY 2022, the Records Management section will continue to increase outreach to local partners, concentrating on communities with historically low engagement, and focus on improving communications with state agency liaisons.**

STATE AGENCY CONSULTATIONS & TRAINING SESSIONS

Total Inquiries

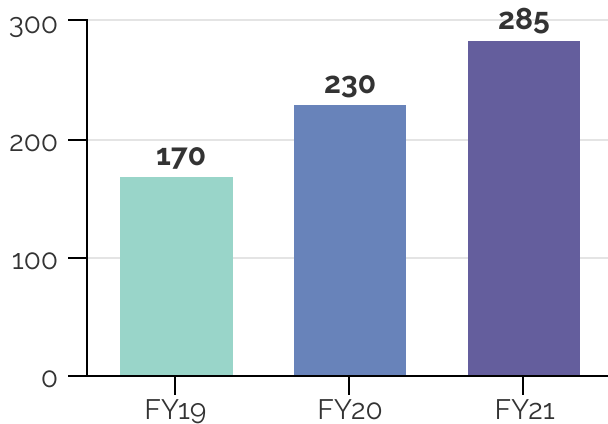


Inquiries Per Quarter



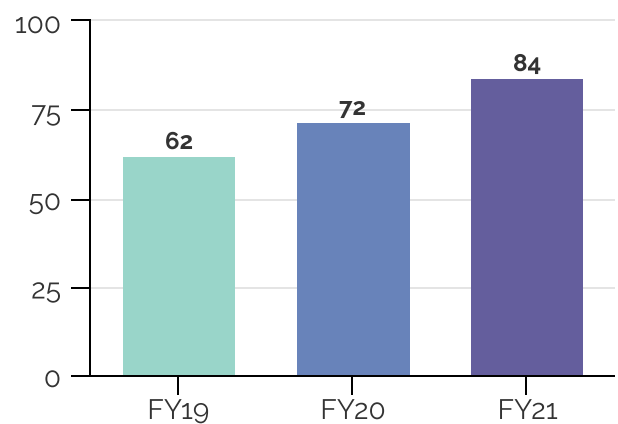
922 inquiries resolved

Total Attendees



285 session attendees

Total Sessions



84 total sessions

CAPSTONE EMAIL POLICY FORUM

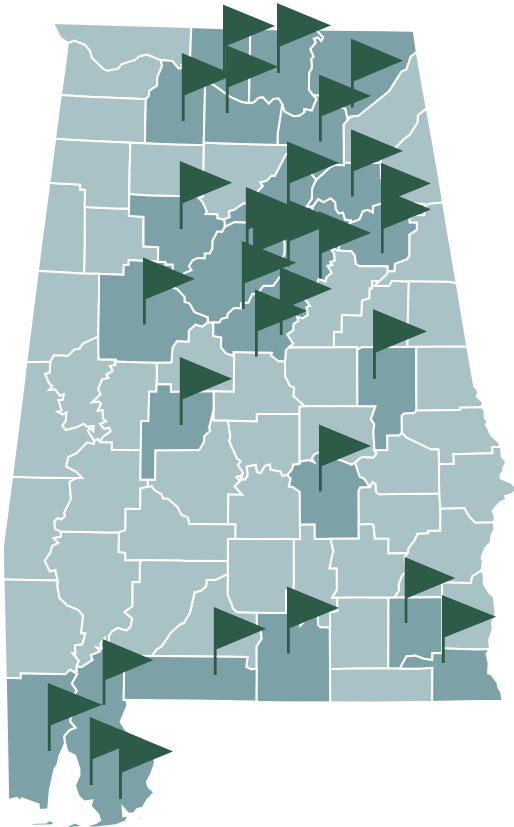
On February 18th, 2021, the Records Management Section of the Alabama Department of Archives and History hosted an online forum to propose and discuss a new method for email retention with state agency representatives. Designated the *Capstone approach*, it is modeled after a federal email protocol of the same name.

State archives across the nation are struggling to address the challenge of proper email retention. Currently, policy in Alabama dictates that emails be considered individually; a single inbox may contain both temporary and permanent records, as retention is applied based on the content of an individual email, rather than its format. This approach to retention is difficult to implement on a practical level. Additionally, not all government email users are aware of this requirement, and as a result, crucial records may be permanently deleted and lost every day.

As an alternative, Records Management Archivists proposed adopting the Capstone approach to email retention, pioneered at the federal level by the National Archives and Records Administration (NARA). In this model, certain high-level, historically important, operationally crucial email accounts, or *Capstone Accounts*, would be preserved permanently. If implemented, participating agencies would preserve all other email accounts for a set period of time before lawfully destroying the emails within those inboxes. The Capstone approach removes much of the onus for email retention from participating agencies and simplifies the disposition process.

Capstone implementation is an ongoing conversation. State agency engagement is critical in developing policy that is both legal and practical, including addressing how long to retain temporary email accounts and how best to preserve permanent email accounts. The Records Management Section continues to invite discussion from agency partners about the best way to address retention for emails, via the Capstone approach or other means.

LOCAL GOVERNMENT CONSULTATIONS & TRAINING SESSIONS

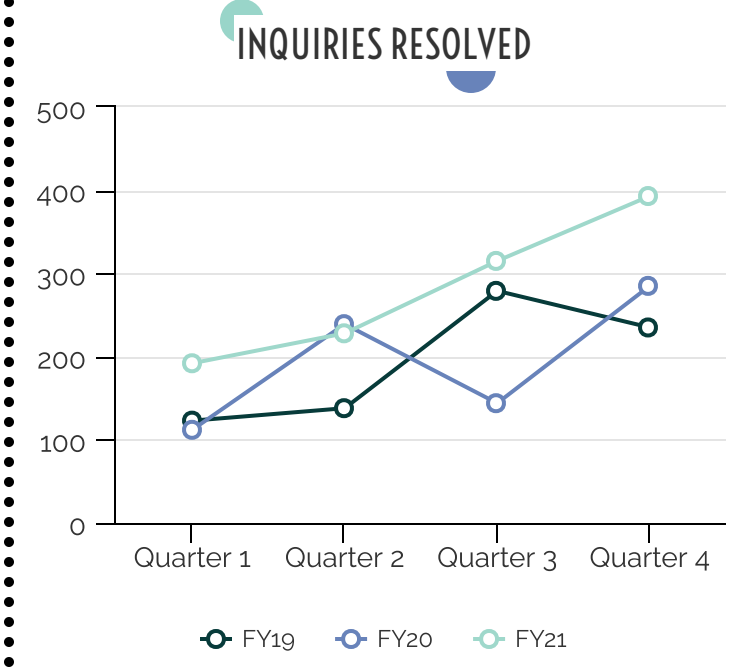


While travel remained limited in FY 2021, records management archivists utilized videoconferencing platforms to provide training and perform consultations with local government agencies. Archivists hosted virtual large-scale training sessions for the section, facilitating contact with representatives across the state. After the success of these sessions, records management staff will continue offering virtual large-scale training in FY 2022.

9 SESSIONS

240 ATTENDEES

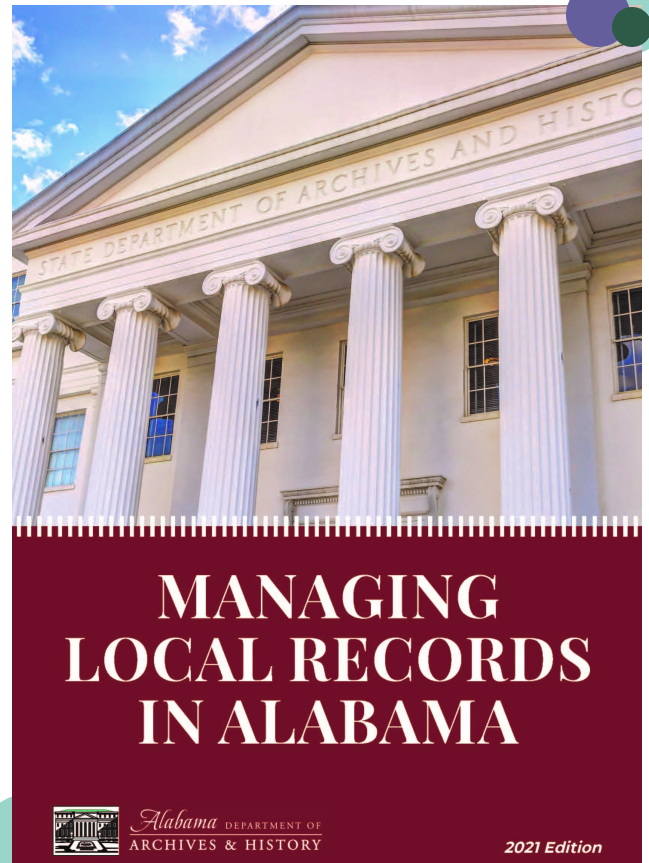
1,128 INQUIRIES RESOLVED



LOCAL BOOKLET

In addition to site visits, trainings, and consultations, the Records Management Section supports government employees in complying with records laws by publishing leaflets and guides. In FY 2021, the Records Management section created a *Managing Local Records in Alabama* resource guide to assist local government employees.

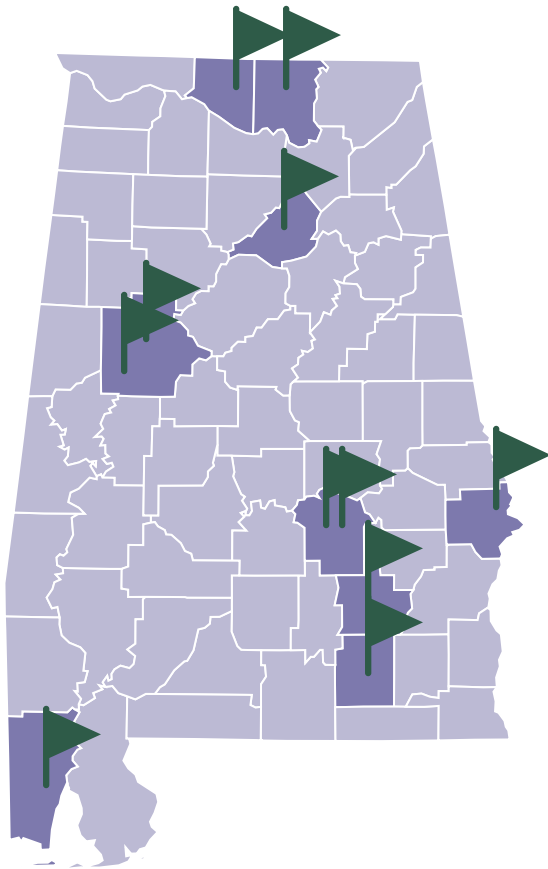
In Alabama, local government employees are legally obligated to follow a Records Disposition Authority (RDA) approved by the Local Government Records Commission (LGRC). *Managing Local Records in Alabama* introduces local officials to their responsibilities in maintaining government records and includes information on requesting permission to destroy legally eligible records, properly preserving permanent records, and handling the ever-growing number of electronic documents.



The booklet was distributed to the Association of County Commissions of Alabama and nearly every single police chief, city clerk, circuit court clerk, and county clerk in Alabama. Training attendees also received a copy of the booklet. *Managing Local Records in Alabama* has proven to be extremely popular. In addition to the targeted distribution across the state, several different local entities contacted the ADAH to request booklets. These entities include schools, city governments, archives, and not-for-profit groups. Due to its popularity, Records Management has ordered a second printing.

Interested in receiving your own copy? Contact Devon Henschel at Devon.Henschel@archives.alabama.gov - or check out the electronic copy on our website, archives.alabama.gov!

COLLEGE AND UNIVERSITY CONSULTATIONS & TRAINING SESSIONS



Records Management Staff increased outreach with educational institutions in FY 2021, strengthening existing lines of communication and establishing new contacts. As part of the Annual RDA Implementation Report, archivists asked all public colleges and universities if they would like to receive training. Of twenty-one respondents, fifteen requested training. Training benefits both institutional employees and Records Management staff. Building connections provides college and university staff with the information they need to properly address their records, and archivists gain a greater understanding of the records created at these institutions. Staff administered trainings in Winter and Spring 2021.

Interested in receiving training for your institution? Contact Charles Busby at Charles.Busby@archives.alabama.gov or Devon Henschel at Devon.Henschel@archives.alabama.gov!

FOR THE RECORD BLOG

For the Record, the Records Management Blog of the ADAH, went live on October 10, 2018. The blog shares information pertinent to the management and preservation of government records. Topics include disaster preparedness, electronic records, records retention, 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 2021:

Updates

- Updates from the Meeting of the Local Government Records Commission: October 28, 2020
- Updates from the Meeting of the State Records Commission: October 28, 2020
- Updates from the Meeting of the Local Government Records Commission: April 28, 2021
- Updates from the Meeting of the State Records Commission: April 28, 2021

Meet the Staff

- Meet the Staff Feature: Charles Busby
- Meet the Staff Feature: Elissa True Lisle, Local Records Research Intern
- Meet the Staff Feature: Hannah Bawden

Records Management Guidance

- State Agency Records Destruction 101
- A State Agency's Guide to Transferring Permanent Paper Records to the Archives
- Preparing for and Cleaning Mold on Paper Records

Accessions & Collections

- New in the ADAH Collections: Alabama Film Office, Surface Mining Commission and More
- State Agency Meeting Files Now Live on Preservica

In FY 2021, the Records Management Section welcomed two new staff members to its ranks: Charles Busby and Hannah Bawden. Enjoy these introductions to our new staff, in their own words:

CHARLES BUSBY



Specialties: Local Government Records Management & Preservation

How did you end up working at the Alabama Department of Archives and History?

I ambled into the world of archives as an aspiring historian but got lost and never looked back. After studying history and English at the University of Tennessee at Martin, I earned my MA in history (with an archival and public history specialization) at Auburn University. Since then, I've had the pleasure of working in academic archives at Auburn and Denison universities; corporate archives with Zaner-Bloser, Inc.; and government archives for the National Park Service (NPS) and now the State of Alabama. My work within these different archival arenas coupled with a historian's eye means I approach records management from a unique perspective.

What is your role?

I help local government entities with the development, revision, and implementation of their record retention schedules.

What is something you enjoy about working in records management?

I'm fascinated by the "big picture" character of records management work. Whereas museum artifacts or archival manuscripts are handled mostly with respect to their uniqueness, a rough inverse is true of government records, whose value lay in their collective. Think of government records like motion picture film—individual stills might not seem important, but when viewed together they illustrate a fluid, evolving process. Likewise, discrete government records contextualize one another to produce a documentary film of how government works.

To continue the movie analogy, because governing processes yield the same type of materials year after year, the application of RDAs would be like post-production in moviemaking, where information managers trim excesses and clarify major plot points. There aren't Academy Awards for records management yet, but it's on my list.

For people who don't think about their records every day, why is records management important?

If we only preserve documentary materials we consider old or interesting – manuscripts, clay sherds, photographs, leather-bound tomes – and forgo humdrum spreadsheets and emails, we neglect to build the archives of tomorrow. A couple centuries ago, the Declaration of Independence was a daring message on some mundane parchment – that is, the medium is less important than the information!

HANNAH BAWDEN

Specialties: Local and state government management & preservation and For the Record Blog

How did you end up working at the Alabama Department of Archives and History?

As a history student writing term papers, I relied on archives to access primary sources, but I didn't find my passion for archives work until I interned for a museum. Part of my internship involved helping to prepare their small archives for researchers. After completing an M.A. in North American history, I earned a post-masters certificate in Archives and Records Management from Western Washington University. I've been lucky enough to work in a variety of archives around the United States, including for the National Park Service (NPS) in Yellowstone National Park and at the Southeast Archeological Center in Florida. One especially exciting project for the NPS was working at Little Big Horn Battlefield National Monument. I worked with the on-site map collection, preparing the maps to move to a more environmentally controlled storage area in Colorado. I also worked for a non-profit in South Dakota, Deadwood History Inc., as well as the State Archives of South Dakota. In the summer of 2020, I passed the exam to become a Certified Archivist with the Academy of Certified Archivists. Working as a processing and reference archivist helped me understand how people use the records in an archives, and I bring that perspective to my work with records management.



For people who don't think about their records every day, why is records management important?

Working as a reference archivist taught me that while the records we generate in our day-to-day work might not seem like critical historical documents, the information they contain may be invaluable to researchers in the future. Having a plan for records management allows you to preserve that information.

On the other hand, we all accumulate temporary records that don't require long-term preservation and can be disposed of. Implementing a records management plan can help you decrease the paper and electronic files cluttering up your desk and inbox!

What is something you enjoy about working in records management?

I chose a career in archives because it allowed me to help researchers find what they are looking for, but records management is just as, if not more important! Instead of assisting researchers, I provide the tools and support necessary for records creators to understand the required disposition of their records and to feel empowered by their role in the records management process.

I also enjoy the variety of tasks that you get to carry out in records management. Each day is different. As a processing archivist there were times where I would need to spend all day doing the same task with the same type of records, for weeks on end.

INTERN HIGHLIGHT

*In Summer 2021, the Records Management Section was assisted by a student intern from the University of Alabama, Elissa True Lisle. Elissa, a masters student in the history program, assisted staff by reviewing past Section interactions with local agencies. In August 2021, Elissa completed this interview for our **For the Record** blog:*

What are you working on day-to-day during this internship?

I am analyzing and summarizing correspondence and documentation between the ADAH and local government and historical institutions in Alabama. This documentation includes letters, emails, faxes, even scraps of handwritten notes. I use this information to create a timeline of sorts which details the ADAH's relationship with local entities in each of Alabama's 67 counties. My synopses will be used as a "history" for ADAH employees to research local record initiatives. I am very grateful to have a remote position where I can work from home in Tuscaloosa.

What is the most fun part of this internship? What is the most challenging part?

The most fun part of this internship is getting to read correspondence on unexpected topics. The most challenging part is definitely sifting through the emails, sometimes hundreds, for a single local record initiative. The correspondence is often not chronologically ordered, and bouncing back and forth between days, months, and years sometimes makes it difficult to understand the scope and progression of a project. It's a lot like putting together the pieces of a puzzle.

What surprised you the most about the records you were reviewing?

I was not necessarily surprised that smaller, sometimes rural, cities and counties lacked a cohesive record preservation plan, but I was surprised at how difficult it is to implement proper record storage and preservation techniques. This internship has definitely taught me the importance of local government, because officials can make or break a historical or genealogical project.

What has this internship taught you about the archival profession?

How expansive it is! There are so many career paths available for people who are interested in archival or museum work. People often think that the only careers available are to be an archivist or a curator, but analyzing these records has taught me that there are a lot of moving pieces. I'm reading correspondence from genealogists, consultants, conservators, administrators, professors, and government employees from every department. As a history major, I am often asked what I plan to "do" with my degree, and this internship has taught me that there are positions – and funding – out there.

Thank you, Elissa, for your exemplary work - these summaries will serve the Records Management Section for years to come!

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