



City of Clanton

Post Office Box 580 • Clanton, Alabama 35045-0580 • Telephone (205) 755-1105

Billy Joe Driver, *Mayor*
Betty Wilson, *City Clerk*
Morgan Reynolds, *City Attorney*

-- COUNCIL --
Ann Baker
Donald Nelson
Elem Hill
Billy B. Hays
Robert K. Easterling, *Pro Tem.*

December 29, 1994

Mr. Thomas A. Turley
Municipal Government Records Archivist
Government Records Division
P. O. Box 300100
Montgomery, Alabama 36130-0100

RE: Alabama Dept. of Archives and History
Grant # 94-1-17 FINAL REPORT

Dear Mr. Turley,

I am forwarding to you the Final Report of our activities involving our municipal government records grant. I very much appreciate your consideration and assistance throughout this project. We are all very pleased with the outcome.

If you need any other information, please call me. My number is 205-755-6840.

Sincerely,

Pat Conlee

Pat Conlee
Office of the City Clerk

Enclosures

FINAL REPORT

12/29/94

City of Clanton
Local Government Historical Records Program

BACKGROUND:

The City of Clanton was approved for a grant under the Local Government Historical Records Program under the first round of funding. The goals of the project are 1) to protect and preserve the municipal records and 2) improve accessibility to municipal records. In order to accomplish these goals, the project has as its objectives, the following: 1) inventory all records, 2) disposition of records no longer to be retained, 3) follow disposition schedules for future organization, and 4) organize, file and label those records to be retained.

PROJECT ACTIVITIES:

The project has been implemented according to schedule and there was no need for revision of the work plan or staffing pattern. However, it was necessary to amend the budget to include the purchase of additional supplies for large documents including maps and blueprints.

Two factors promoted the budget revision. The first factor was the original estimation of staff time was too high. Due to the volume of records that could be disposed of according to the schedule with State approval, filing, labeling, and boxing time was reduced. The second factor was not budgeting funds for supplies for map and blueprint storage in the original budget.

*Budget
revision*

12/29/94

Interim Report Activities - The following activities were accomplished and reported in the Interim Report indicating completion by 8/30/94 as noted in the Application:

1. Two interns were hired to work with City staff on the implementation of the project for a period of 13 weeks.
2. The ADAH Workshop was attended by two representatives from the City of Clanton - Ms. Betty Wilson and Ms. Pat Conlee.
3. Using a City employee to assist with labor involved (Mr. Emanuel Mason), all records from various locations from within City Hall were moved into the old auditorium space at City Hall to be inventoried.
4. The City purchased all materials, supplies, and equipment detailed in the original project budget which included boxes, labels, file folders, and shelving.

Final Report Activities - The following activities were initiated prior to the Interim Report, but have now been completed:

1. All records have been inventoried and contents identified. Requests for disposition of records had been filed, approved, and all records appropriate for disposition have been disposed of in an approved manner.
2. Clanton has completed the renovation of a room within City Hall to be a records storage room. The room has been cleaned out, painted, and new carpet installed. The shelving has been purchased and installed within the room.
3. All permanent records have been filed, labeled, boxed, and stored in the records room and vault.

9/10/94
vcm

4. All nonpermanent records within retention period have been filed, boxed, and stored in the records room.
5. A system is in place for future storage and disposition of permanent and nonpermanent records.
6. The City revised the budget with approval from ADAH to include large document storage supplies. These supplies have been ordered and final payment will be made within 30 days. ✓

RESULTS:

The goals of the project have been accomplished through the implementation of activities identified in the Application.

The first goal to protect and preserve the municipal records has been accomplished. Prior to the grant program, records were stored haphazardly in various locations in all types of boxes and containers. Records were in danger of being lost or destroyed. The City has established a central records storage room within City Hall which has been renovated and equipped to protect and preserve municipal records. The records have been filed, labeled, boxed, and stored in sturdy storage containers made for record protection on metal shelving within the storage room. The preparation of the room for storing records took longer than anticipated. However, the City at its own expense has done a more comprehensive job than originally expected when the Grant Application was prepared.

extra
work

The second goal to improve accessibility to municipal records has been accomplished. Again, prior to the grant program; records were stored haphazardly in various locations and inappropriate boxes and containers. It was a time consuming process to locate older records by both the staff and the public. Therefore, early in the grant program a significant amount of time was spent in identifying the records to be retained and those that can be destroyed. Care was taken to file appropriate destruction notices with the Local Government Commission. Having accomplished this task, the sheer volume of records has been reduced by an estimated 75% resulting in a manageable volume of records. Proper and consistent storage with clear labeling will allow both the staff and public to readily identify and access municipal records.

During the implementation of the grant, the City has learned from both the positive aspects of implementation and the problems encountered. Some activities took longer than anticipated, including the renovation of the storage room and the inventorying of records; but these activities were accomplished, exceeding expectations in the Grant Application. Another concern was on just how to destroy records. The City of Clanton rented a shredding machine for one week, but the bulk or volume was just too great and this slowed activity. The City found that the best option for destruction was simply to carefully transport the boxes to the landfill. This speeded operations by reducing the time spent in the process of shredding documents.

75% volume reduction

✓

W-154073
 There have also been some unanticipated, but very positive benefits from the implementation of the project. The City Clerk felt that the ADAH Workshop was very interesting and worthwhile. It has assisted the City in effective implementation of the project.

IMPACT:

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This project has been one of the most beneficial grants ever received by the City of Clanton in terms of administration of the City government. A tremendous time savings is anticipated as records are clearly labeled and filed with the retention period marked. Never again should the records of the City be in such major disorganization as a result of this grant.

POST-GRANT ACTIVITIES:

✓
 Now that the records are filed and labeled in boxes stored in one room within the City Hall, maintenance of the system will continue. Each year the City will analyze the records stored and marked with disposition dates. Those records appropriate for disposition can be readily identified and the process followed for approved disposition can be quickly initiated. New records to be stored can immediately be placed within the system.

Without the grant, the time intensive inventory might never have been accomplished. The grant also prompted the City to renovate a room for storage. This was activity that also might have been delayed for years. The grant support allowed the local funds and local staff time spent to be tremendously successful in terms of reorganizing the records system for the City of Clanton.

COMMENTS AND SUGGESTIONS:

The Clanton project was very successful and only three comments or suggestions have been identified relating to the grant program.

✓ 1) As mentioned in the Interim Report, in preparing an Application in the future, it would be helpful to schedule activities so that the timing of implementation is consistent with the filing of the Interim Report. This would assist in preparing the Narrative Section of the Interim Report.

2) A more complete preliminary inventory or survey of the documents on hand prior to the grant application might have allowed the City to more accurately evaluate the amount of staff time required preventing the need for a budget revision.

3) A more careful analysis of the type of documents to be retained prior to the grant application might have prompted the City to include large document storage supplies in the original budget preventing the need for a budget revision.

FINANCIAL STATUS REPORT

1. Grantee:

Office of City Clerk
City of Clanton

2. Grant Number:

94-1-17

3. Grant Period:

4/1/94 / 12/31/94

4. Federal Employee

Identification Number (FEIN):
63-6001226

5. Address:

P. O. Box 580
Clanton, Alabama 35045

6. Type of Report:

Interim
 Final

**7. Name and Title of Person
Completing Report:**

Betty M. Wilson, City Clerk

8. Total Expenditures to date: \$12,631.93

See attached Report of Expenditures (Form LGG-09) for Details)

9. Remarks: _____

10. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Billy Joe Driver, Mayor

Name and Title (Typed or Printed)

205-755-4051

Telephone

Billy Joe Driver
Signature of County Commission Chairman (Mayor)

12-29-1994

Date Report Submitted

REPORT OF EXPENDITURES

(Attach copies of all checks, receipts, and explanation of local matching funds. If you need more space, attach additional sheets and identify budget category.)

1. Salaries and Wages (List each employee) Name/Social Security Number	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
1. [REDACTED] Betty M. Wilson			908.90	908.90
2. [REDACTED] Amy Conlee	3,120.00	2,353.00		2,353.00
3. [REDACTED] Jana Conlee	3,120.00	2,382.00		2,382.00
4. [REDACTED] Emanuel Mason			200.00	200.00
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2. Fringe Benefits (State total amount)	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
1.	504.00	378.80	251.72	630.52
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3. Consultant Fees (List each payment) Name/Social Security Number	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
1.				
2.				
3.				
4.				

4. Travel (List each recipient and attach copy of documentation)				
	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
1. Betty M. Wilson		102.63		102.63
2. Pat Conlee	325.00	75.68		75.68
3.				
5. Equipment, Supplies, and Materials (List each purchase separately)				
	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
Boxes	110.00	110.00	40.00	150.00
Boxes	649.00	649.00	26.00	675.00
Labels	95.00	88.00		88.00
1. File Folders	195.00	168.50		168.50
2. Shelving			3,000.00	3,000.00
3. See attached form for additional supplies				
4. ordered as per letter dated 12/16/94		1,810.39	87.31	1,897.70
6. Services (List each purchase separately)				
	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
1.				
2.				
3.				
4.				
7. Totals				
	Amount Budgeted (See Form LGG-01 Section II Budget page four, Column One Grant Funds)	Grant Fund Expenditures	Local Fund Expenditures	Total
1. \$8,118.00 Grant Funds		8,118.00	4,513.93	12,631.93

Thu Aug 4, 1994

City of Clanton

PAYROLL CHECK REGISTER REPORT

02 CITY OF CLANTON

Employee #	Employee Name	Pay Period	Total Hours	Total Pay	422.50	Total
4039	JANA M. CONLEE	08/04/94				
Multi Flag 1	Check # 35271	Cost Center 40	Hours		Pay Amt	
Rate 6.0000		Reg Hrs	32.00	Reg Pay	192.00	Federal FICA ALABAMA
		Total Hours	32.00	Total Pay	192.00	Total
4040	AMY K. CONLEE	08/04/94				
Multi Flag 1	Check # 35272	Cost Center 40	Hours		Pay Amt	
Rate 6.0000		Reg Hrs	32.00	Reg Pay	192.00	Federal FICA ALABAMA
		Total Hours	32.00	Total Pay	192.00	Total
5006	RICHARD L. MCCULLAR	08/04/94				
Multi Flag 1	Check # 35273	Cost Center 50	Hours		Pay Amt	
Rate 10.5000		Reg Hrs	56.00	Reg Pay	588.00	Federal FICA ALABAMA
		OT Hrs	8.00	OT Pay	126.00	
		Vac Hrs	24.00	Vac Pay	252.00	
				UNIFORM	65.00	
		Total Hours	88.00	Total Pay	1031.00	Total
5008	RAYBURN C. MANN	08/04/94				
Multi Flag 1	Check # 35274	Cost Center 50	Hours		Pay Amt	
Rate 12.5300		Reg Hrs	80.00	Reg Pay	1002.40	Federal FICA ALABAMA
		OT Hrs	10.75	OT Pay	202.05	
				UNIFORM	65.00	
		Total Hours	90.75	Total Pay	1269.45	Total
5025	GLENN A. BAKER	08/04/94				
Multi Flag 1	Check # 35275	Cost Center 50	Hours		Pay Amt	
Rate 10.2400		Reg Hrs	72.00	Reg Pay	737.28	Federal FICA ALABAMA
		OT Hrs	2.00	OT Pay	30.72	
		Vac Hrs	8.00	Vac Pay	81.92	
				UNIFORM	65.00	

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Alabama Filing Systems

1825 Mt. Meigs Rd.
P.O. Box 70069
Montgomery, AL 36107
Phone (205) 263-9300

6-20-94

#324

INVOICE

City of Clanton
PO Box 580
Clanton, al. 35045

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SHIPPED TO

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same

OUR ORDER NO.	YOUR ORDER NO.	SALESMAN	TERMS	SHIPPED VIA	PRE. OR COLL.
0626-4	7348		net 5 days	2 shipments truck/truck	xx

QUANTITY	ORDERED	BACK ORDERED	SHIPPED	DESCRIPTION	PRICE	AMOUNT
			10 units	steel shelving, 8 shelves	300.00 ea	3000.00
			9 pks	storage boxes, 25/pk	75.00 ea	675.00
						<u>3675.00</u>

fein#

A charge of 1 1/2 % will be placed on all accounts 30 days past due.

INVOICE

IN ACCOUNT WITH State Records Center

ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY
RECORD SERVICE CENTER

EDWIN C. BRIDGES, DIRECTOR
Montgomery, Alabama 36130

P.O.#7344

To: Ms. Pat Conlee
City of Clanton
P O Box 580
Clanton, AL 35045

Date: 5/17/94

Description of Work	Amount
200 standard records center boxes @ 75¢ each	\$150.00

Make check payable to ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY and return with
COPY OF INVOICE to Record Service Center, 715 Shady Street, Montgomery, Alabama 36130.

AGCY 0230004



Dunn Business Services
 P.O. Box 19753
 Birmingham, Alabama 35219
 Telephone 205-945-0788

Invoice N^o 2179

Date: JUNE 15, 1974

Bill to: CITY OF CLANTON
P.O. Box 580
CLANTON, AL. 35045
ATTN. CARLA SIMS

Account # _____
 P.O. # 7418



MACHINE RENTAL

DESTROYIT 4202 3 DAY RENTAL @ \$45 Daily \$ 135.00

TOTAL \$ 135.00

Due net 30 days.

THANK YOU



ALABAMA PAPER & METAL WARE CO., INC.

1065 AVE. V (ENSLEY) P.O. BOX 10103 781-2611
BIRMINGHAM, ALABAMA 35202

2009020

City Hall of Clinton

P.O. Box 580

Clinton, AL 35045

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INVOICE NUMBER

24997

DATE

05 20 94

SALESMAN

Tom

YOUR ORDER NO.

7400

DATE SHIPPED

SHIP VIA

TERMS: 1% 10 DAYS, 30 DAYS NET

QUAN.	DESCRIPTION	UNIT OR WEIGHT	PRICE	AMOUNT
1	cs 104 Clorox Bleach	1	9.15	9.15
1	cs H6036TW 20 gal. Liners	1	15.40	15.40
1	cs H7658 700 60 gal Liner - Gray Liners	1	20.00	20.00
1	cs NL 5 1700-000 Screen II Glass Cleaner (Sub)	1	43.00	43.00
1	cs NL 1730-333 Stair Furniture Polish	1	44.00	44.00
1	cs Scott Howard 273-05 Paper Towels (Sub)	1	20.80	20.80
1	cs Scott 340 Premiere Towels	X	4.90	X
1	cs NL 3901-000 Masterpiece Stair Finish	1	83.70	83.70
1	cs 790 Pine-Sol	1	42.65	42.65
6	bx 655 753 1/3 Cot folders Legal Size	6	5.85	35.10
				313.80

FAILURE TO MAKE PAYMENT WITHIN 30 DAYS IS BASIS FOR LEGAL ACTION TO BE TAKEN AND BUYER AGREES TO PAY ALL COURT COSTS AND REASONABLE ATTORNEY FEES, AND HEREBY WAIVES ALL RIGHTS OF EXEMPTION UNDER THE LAWS OF THE STATE OF ALABAMA. A SERVICE CHARGE OF 1 1/4% PER MO. 112% PER ANNUM ON ALL PAST DUE ACCOUNTS.

DO NOT SIGN FOR GOODS UNLESS YOU RECEIVE THEM.

ORIGINAL INVOICE