



# ANNUAL RECORDS DISPOSITION AUTHORITY IMPLEMENTATION REPORT FOR DISTRICT ATTORNEYS' OFFICES

## Administrative Information

- ❖ Judicial Circuit/Office Name: \_\_\_\_\_
- ❖ Fiscal year reporting: Click or tap here to enter text.
- ❖ Today's Date: \_\_\_\_\_
- ❖ Full name of staff member completing this report: \_\_\_\_\_
- ❖ Submitter's Job Title: \_\_\_\_\_
- ❖ Submitter's Phone Number: \_\_\_\_\_
- ❖ Submitter's Email to which confirmation of submission should be sent:  
\_\_\_\_\_

## Temporary Records

Temporary records are subject to the Records Disposition Requirements of your RDA and can include records maintained onsite, at offsite facilities, and at the State Records Center.

- ❖ **Has your office destroyed obsolete temporary records (paper or electronic) during the past fiscal year?:**

Submitter indicated:

- Yes
- No

*District attorneys' offices are responsible for submitting all documentation for records destroyed during the past fiscal year when completing the Annual RDA Implementation Report. Please email destruction notices for both obsolete paper and electronic records to [RecordsManagement@archives.alabama.gov](mailto:RecordsManagement@archives.alabama.gov).*

- ❖ **Total cubic feet of obsolete temporary paper records destroyed by your office, both onsite and at facilities such as the State Records Center within the fiscal year being reported (for instance, FY 2025 is October 1, 2024 through September 30, 2025):**  
*A 15" x 12" x 10" box, approximately the size of a printer paper box, equals 1 cubic foot.*

Submitter indicated: \_\_\_\_\_

- ❖ **Total amount of obsolete temporary electronic records destroyed by your office within the fiscal year being reported (for instance, FY 2025 is October 1, 2024 through September 30, 2025).**

Submitter indicated: \_\_\_\_\_

Unit of obsolete temporary electronic records:

- kilobytes (KB)
- megabytes (MB)
- gigabytes (GB)
- terabytes (TB)

❖ **If your office has NOT destroyed obsolete temporary records within the past reporting year, please select the reason(s) below (Check all that apply).**

Submitter indicated:

- The office's records are under legal notice or subpoena
- The office's records are ineligible for destruction because the retention has not been fulfilled
- The office needs to maintain records for administrative reasons
- The office lacks the time or staff to destroy records
- The office lacks training on how to legally destroy records

### **Permanent Records**

According to state law, permanent records cannot be destroyed and should be transferred to the Alabama Department of Archives and History at 624 Washington Avenue. As the state's government records repository and home to the state history museum, the ADAH seeks to ensure that historic records are preserved for the future. Please refer to the District Attorneys' Offices RDA for examples of permanent records series.

*For assistance in transferring permanent paper or electronic records to the Archives, contact [Rebecca.Jackson@archives.alabama.gov](mailto:Rebecca.Jackson@archives.alabama.gov) or [Chris.Bertolini@archives.alabama.gov](mailto:Chris.Bertolini@archives.alabama.gov).*

❖ **District attorneys' offices are obligated to preserve permanent records and should transfer them to the Archives when they are no longer regularly referenced.**

- I understand these requirements.

### **Permanent Electronic Records**

Records Management staff will be in contact about next steps for the submission of any permanent records.

❖ **Does your office have electronic or scanned versions of organizational charts that have not yet been transferred to the ADAH?**

The Alabama Department of Archives and History (ADAH) is collecting both current and previous iterations of electronic or scanned organizational charts, which are critical in documenting district attorneys' operations and priorities over time.

Submitter indicated:

- Yes
- No
- My office has organizational charts, but I am unsure whether they have been transferred.

❖ **Does your office have electronic versions of meeting minutes, agendas, or packets that have not yet been transferred to the ADAH? Please respond "Yes" even if these are unofficial or unsigned.**

Meeting minutes, agendas, and packets represent core documentation of the decision-making processes of government bodies. While official (signed) meeting minutes are often paper-based and should always be preserved for eventual transmittal to the Archives, the ADAH requests that district attorneys' offices transfer electronic versions of meeting files (including signed or unsigned minutes) on an annual basis.

Submitter indicated:

- Yes
- No
- My office has electronic versions of meeting files, but I am unsure whether they have been transferred.

### **State Publications**

State publications such as newsletters, bulletins, and annual reports provide valuable insight into an office's activities. The ADAH strives to collect and preserve these electronic records before they become corrupted or lost and preserve them on our electronic records portal.

❖ **Has your office created any electronic newsletters/bulletins during this reporting fiscal year?**

**Newsletter/bulletin** – a regularly published communication containing news or information about an office.

Submitter indicated:

- Yes
- No

❖ **Has your office created an electronic annual report, or other interim/topical report, during this reporting fiscal year?**

**Annual report** – a report on activities during a year. Note: The ADAH is also interested in receiving quarterly reports and any interim/topical reports.

Submitter indicated:

- Yes
- No

**If you answer "yes" to any questions within this section**, please email your electronic annual reports and newsletters/bulletins to [RecordsManagement@archives.alabama.gov](mailto:RecordsManagement@archives.alabama.gov), or email to discuss alternative methods for submission (such as Dropbox or thumb drive). Please send only born-digital records (i.e. records produced in digital format), NOT records scanned or converted from paper format.

**District Attorney's Office Liaison Contacts**

- ❖ Primary Records Liaison:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Years as Records Liaison:
  - Less than one year
  - 1-2 years
  - 2-5 years
  - 5-10 years
  - 10+ years

- ❖ (Optional) Additional liaison contacts:

Contact 1:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Contact 2:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Contact 3:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Thank you for your hard work in supporting efficiency, transparency, and public stewardship in Alabama government!

**Records Management Section, Alabama Department of Archives and History**

Phone: (334) 353-4706

Email: [RecordsManagement@archives.alabama.gov](mailto:RecordsManagement@archives.alabama.gov)

Web: <https://www.archives.alabama.gov/manage/state>

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