

Annual Records Disposition Authority (RDA) Implementation Report for Health Care Authorities and Public Hospitals

After this Annual RDA Implementation Report form has been submitted, you will receive an email from the Alabama Department of Archives and History (ADAH) with a copy of your completed report.

* Indicates required question

1. Health Care Authority/Public Hospital Name: *

2. Health Care Authority/Public Hospital Mailing Address: *

3. Health Care Authority/Public Hospital Mailing City: *

4. Health Care Authority/Public Hospital Mailing Zip Code: *

5. Reporting year: *

Mark only one oval.

2023

2022

2021

6. Today's date: *

Example: January 7, 2019

7. Is this report being submitted on behalf of multiple facilities? *

Mark only one oval.

Yes

No

8. If you answered YES to the previous question, please list the names of the included facilities below:

Contact Information

9. Name of staff member completing this report: *

The Alabama Department of Archives and History will contact you with follow-up questions about this Annual RDA Implementation Report, if necessary.

10. Employer: *

11. Staff member title: *

12. Email to which confirmation of submission should be sent: *

13. Phone number: *

Acknowledgement of Destruction of Records

Temporary records are subject to the records disposition requirements of the Health Care Authority and Public Hospital Records Disposition Authority (RDA) and include records destroyed onsite and at offsite agency facilities.

Note: Records not covered by an approved RDA, or records created prior to 1900, may not be destroyed.

14. Has the Health Care Authority/Public Hospital destroyed obsolete temporary records (paper or electronic) during the past year? *

Mark only one oval.

Yes

No

15. If the Health Care Authority/Public Hospital has NOT destroyed obsolete temporary records within the past reporting year, please select the reason(s) below:

Check all that apply.

- The records are under legal notice or subpoena
- The records are ineligible for destruction because the retention has not been fulfilled
- The Health Care Authority/Public Hospital needs to maintain records for administrative reasons
- The Health Care Authority/Public Hospital lacks the time or staff to destroy records
- The Health Care Authority/Public Hospital requires additional training on how to legally destroy records

16. Total cubic feet of obsolete temporary paper records destroyed, both onsite and at offsite facilities within the year being reported:

This figure can be calculated using the following conversion chart:

- 1 standard records carton (ca. 15" x 12" x 10") = 1.0 cubic foot
- 1 standard banker's box (ca. 30" x 12" x 10") = 2.0 cubic feet
- 1 letter-sized file drawer = 1.5 cubic feet
- 1 legal-sized file drawer = 2.0 cubic feet
- Woodruff document files (15" deep), 3 drawers = 1.0 cubic foot
- Letter-sized shelf unit, 36" long = 2.4 cubic feet
- Legal-sized shelf unit, 36" long = 3.0 cubic feet
- Fifty 100-foot, 35 mm microfilm rolls = 1.0 cubic foot
- 10,000 tab cards = 1.0 cubic foot
- 3 x 5 cards, ten 12" rows = 1.0 cubic foot
- 4 x 6 cards, six 12" rows = 1.0 cubic foot
- 5 x 8 cards, four 12" rows = 1.0 cubic foot

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17. Total amount of obsolete temporary electronic records destroyed within the year being reported. Type the number in the blank below, and then select the unit from the drop-down list below:
-

18. Unit of obsolete electronic records:

Mark only one oval.

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

Submission is based upon available information and is reported to the Local Government Records Commission.

Additional Information

19. Health Care Authority/Public Hospital has taken measures to educate staff on provisions of RDA and has ensured that copies of RDA are available for their use.

Check all that apply.

- Yes
- No
- I would like to receive training on how to implement the Health Care Authorities and Public Hospitals RDA.

20. Is there anything you would like us to know about your Health Care Authority/
Public Hospital?

Health Care Authority/Public Hospital Primary Records Liaison

This person acts as the Health Care Authority/Public Hospital

Records Liaison with the Alabama Department of Archives and History.

21. First Name *

22. Last Name *

23. Employer: *

24. Title *

Please enter the title that the Records Liaison holds.

25. Email *

26. Phone *

Health Care Authority/Public Hospital Liaison Other Contacts

Additional contacts who would like to receive Records Liaison emails.

27. First Name

28. Last Name

29. Employer

30. Title

31. Email

32. Phone

33. First Name

34. Last Name

35. Employer

36. Title

37. Email

38. Phone

39. First Name

40. Last Name

41. Employer

42. Title

43. Email

44. Phone

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