



ANNUAL RECORDS DISPOSITION AUTHORITY (RDA) IMPLEMENTATION REPORT FOR STATE AGENCIES

Administrative Information

- ❖ Agency Name: _____
- ❖ Fiscal year reporting:
 - FY 2025
 - FY 2024
 - FY 2023
 - FY 2022
 - FY 2021
- ❖ Today's Date: _____
- ❖ Full name of agency 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 agency's RDA and can include records maintained onsite, at offsite agency facilities, and at the State Records Center.

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

Submitter indicated:

- Yes
- No

Agencies 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.

- ❖ **Total cubic feet of obsolete temporary paper records destroyed by your agency, 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 agency 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 agency has NOT destroyed obsolete temporary records within the past reporting year, please select the reason(s) below (Check all that apply).**

Submitter indicated:

- The agency's records are under legal notice or subpoena
- The agency's records are ineligible for destruction because the retention has not been fulfilled
- The agency needs to maintain records for administrative reasons
- The agency lacks the time or staff to destroy records
- The agency 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 your agency's 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 or Chris.Bertolini@archives.alabama.gov.

- ❖ **Agencies 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 with state agencies about next steps for the submission of any permanent records

- ❖ **Does your agency 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 agency organizational charts, which are critical in documenting state agencies' operations and priorities over time.

Submitter indicated:

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

- ❖ **Does your agency 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 agencies transfer electronic versions of meeting files (including signed or unsigned minutes) on an annual basis.

Submitter indicated:

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

- ❖ **Records Management staff will contact state agencies about next steps for the submission of electronic certification/licensure/registration rosters.**

The ADAH collects electronic certification/licensure/registration rosters on an annual basis. If applicable, Records Management staff will contact state agencies about next steps for the submission of electronic certification/licensure/registration rosters.

Submitter indicated:

- My agency is a licensing board.
- My agency is not a licensing board; however, rosters are listed as permanent in my agency's Records Disposition Authority (RDA).
- My agency is not a licensing board.

State Publications

State agency publications such as newsletters, bulletins, and annual reports provide valuable insight into an agency'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 agency created any electronic newsletters/bulletins during this reporting fiscal year?**

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

Submitter indicated:

- Yes
- No

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

Annual report – a report on an agency's 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 agency's electronic annual reports and newsletters/bulletins to 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.

Agency Liaison Contacts

❖ Primary Agency Records Liaison:

Name: _____

Title: _____

Email: _____

Phone: _____

Years as Primary Agency 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

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

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