

*State and Local Government Records
Commissions' Annual Awards
in Archival Preservation and/or Records
Management
for 2011*



Guidelines and Nomination Form

■ *Purpose*

The State and Local Government Records Commissions established the annual awards program to recognize, encourage, and support state agencies, publicly supported colleges and universities, local governments, and local historical entities that have made special accomplishments in records management or preservation. Besides recognizing the deserving, the commissions hope that these awards will stimulate an interest in good record-keeping practices throughout state and local government.

■ *The Awards*

Annual awards will be Governor's Certificates of Appreciation, presented on the governor's behalf by the commissions. Information on award recipients will be published in the Government Records Division newsletter, *State and Local Records News*; in press releases for the Alabama Press Association to distribute, on the website of the Department of Archives and History; and (for local awards) in statewide or local publicity resources available to county or municipal officials and historical entities.

■ *Criteria for the Awards*

Nominations are encouraged to recognize meritorious work. The mere fulfillment of routine records management or preservation work does not justify an award. Activity above and beyond the regular call of duty is the main prerequisite for an award.

Special consideration will be given to ideas, innovations, contributions, and accomplishments that may have a significant and lasting impact on an agency's records management or preservation program, or that create benefits that will extend beyond the agency itself.

Examples of qualified activities may include, but are not limited to, the following:

- For state agencies, colleges, and universities, evidence of full compliance with the applicable Records Disposition Authority (RDA) in terms of RDA development, implementation, and reporting. In addition, agencies must have in place a centralized records liaison structure and an archival or records management program to coordinate records-related activities. For local agencies, full compliance with and frequent utilization of the RDA and records destruction procedures is a minimum requirement for consideration. Assistance to ADAH staff in updating and improving an agency's RDA during its biennial revision will help to qualify the agency for an award.
- Evidence of increased initiative, innovation or commitment of resources and manpower to records management or preservation programs. For example, agencies might hire additional staff for records programs; develop record centers, archives, or electronic records programs; create their own publications or training materials; extend (in the case of local governments) their archival or records management programs to other agencies in the county or municipality, or provide training to other state or local agencies.
- Evidence of compliance with best practices or innovation in the fields of records management or preservation.

- *Nomination Procedures*

All state agencies, boards, commissions, publicly supported colleges and universities, or localities are eligible for an annual award. Awards to state agencies will go to the agency as a whole. Local government or historical entity awards may go to an entire county or municipality, to a specific agency or entity, or to an individual. An agency shall not receive an award more than once within five (5) years.

Nominations may be made by any interested party, by the agency itself, by staff of the Alabama Department of Archives and History, or by members of the State and Local Government Records Commissions.

An award nomination form (attached) must be completed in full by the agency, or other nominating entity, for the nomination to be considered. In order to demonstrate relevant activities, those making nominations are encouraged to submit supporting documentation (e.g., narratives, news clippings, photographs, publications, or other recognitions received). However, so long as a nominee's accomplishments are fully documented, the supporting materials' sophistication or appearance will have only a minor impact on the selection process.

All nominations must be submitted to staff of the ADAH Government Records Division each year before **November 30**. Awards shall be announced at the commission meetings in January of the following year and presented at the subsequent April meetings.

The State Records Commission shall make only one (1) award annually. The Local Government Records Commission shall make no more than two (2) awards annually.

- *Review and Selection Procedures*

Staff of the State and Local Government Records Commissions will review all nominations prior to distributing them to the commissions. Commission members will select the award recipients each year. Judging will be based on how well the nominees have met the awards' criteria. A commission member who is associated with a nominated agency or individual will not vote when that nomination is considered. The records commissions reserve the right not to present an annual award if there are no nominations or qualified nominees. Meetings at which the awards are made will (like all records commission meetings) be open to the public.

- *Questions?*

Please contact the Government Records Division, Alabama Department of Archives and History, at (334) 242-4452 or: records@archives.alabama.gov.



*State/Local Records Commission Annual Award
in Archival Preservation and/or Records Management*

Date: _____

Award Nomination Form

Individual/Entity Making the Nomination

Name: _____

Entity: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

Nominee

Nominee Agency/College/University: _____

Agency Director/College President/University Chancellor: _____

Records Liaison: _____

Telephone Number of Records Liaison: _____

E-mail Address of Records Liaison: _____

Mailing Address: _____

Please use the space below to describe the nominee's accomplishments in no more than 1,000 words. (You may use the back of the form or attach another sheet, if needed). Be sure to include details and attach appropriate supporting documentation for reference. Mail the completed application **before November 30** to: Government Records Division, Alabama Department of Archives and History, P.O. Box 300100, Montgomery, AL 36130-0100.