

Annual State Agency Records Disposition Authority (RDA) Implementation Report

Agency Name:

Fiscal Year Reported:

Date: (mm/dd/yy)

Has your agency destroyed obsolete records during the past year?

Please keep a copy of your agency's records destruction logs

If your agency has NOT destroyed non-permanent records within the past reporting year, please select the reason below.

Total cubic feet of obsolete paper records destroyed by your agency:

*1 box (15" x 12" x 10") equals 1 cubic foot (paper box)
1 full legal size file drawer equals 2 cubic feet*

Total bytes of obsolete electronic records destroyed by your agency (*For standardization, please report both numbers*):

Bytes:

KB, MB, GB, TB, PB:

Example: 28,739,747,840 bytes

Example: 26.7 GB

Total cubic feet of obsolete paper records destroyed by the State Records Center:

For a small monthly fee, the State Records Center will retain your temporary paper records and keep track of authorized destruction dates, so that you will not have to worry about records disposition.

Please contact the State Records Center at 334-277-9898 for additional information.

Has your agency transferred paper or electronic permanent records (as listed in your agency's RDA) to the Archives during the reporting year?

Total cubic feet of permanent paper records transferred to the Archives:

Total bytes of permanent electronic records transferred to the Archives (*For standardization, please report both numbers*):

Bytes:

KB, MB, GB, TB, PB:

Example: 28,739,747,840 bytes

Example: 26.7 GB

What types of paper and/or electronic permanent records did your agency transfer to the Archives during this reporting period?

What state publications are produced by your department and how far back does your agency maintain the publication in electronic format?

Has your agency transferred all of these electronic state publications to the Archives?

Do you think your agency's RDA is subject to revision because your agency ceased creating records listed on the current RDA or created/identified records not included in the current RDA?

When is the last time your agency received records training?

(Indicate "Unknown" if you have no record or recollection of training.)

What types of training do you find to be the most helpful (select all that apply)?

At what length do you find training to be the most useful?

- Round table discussions with agencies of a similar nature at the Archives
- State agency liaison comprehensive training in a large group setting at the Archives
- Individual Liaison Training at my agency
- Group Training at my agency
- Focused topical presentations at the Archives
- Written guidance on the website
- Other

On what topics are you interested in receiving training or resource materials (select all that apply)?

- Comprehensive/general records liaison training
- Developing a records management policy
- Understanding and/or editing my agency's Records Disposition Authority (RDA)
- How to transfer permanent paper records to the Archives
- How to transfer permanent electronic records to the Archives
- How to transfer state publications to the Archives
- How to ensure my agency's permanent electronic records do not become obsolete before transfer
- How do my agency's permanent electronic records need to be organized before transfer to the Archives
- Preservation and conservation of paper records
- Examination of temporary records - retention and destruction
- Managing electronic records 101
- Naming electronic files and why it matters
- Thinking about your agency's digital photographs
- A message about email
- ADAH says it captures our agency's website - what does that mean
- Imaging - what our agency needs to consider
- Questions to ask when evaluating software
- Disaster Preparedness
- Tour of State Records Center and how to transfer temporary records
- Guidelines for meeting minutes and identifying what is permanent
- Other

Who are the agency's records liaisons?

Agency Liaison Primary Contact:

Last Name:

First Name:

Title:

Email:

Phone:

Agency Liaison Other Contact:

Last Name:

First Name:

Title:

Email:

Phone:

Agency Liaison Other Contact:

Last Name:

First Name:

Title:

Email:

Phone:

Agency Liaison Other Contact:

Last Name:

First Name:

Title:

Email:

Phone:

Please save and email this form to Becky.Hebert@archives.alabama.gov

Due Date: January 15, 2018