

**MINUTES**  
**STATE RECORDS COMMISSION**  
**January 26, 2005**

The State Records Commission met on Wednesday, January 26, 2005, at 10:00 a.m. in the conference room at the Retirement Systems of Alabama. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Lisa Dorr, representing the University of Alabama; Eliza Marshall, representing the Secretary of State; Alyce Robertson, representing the Attorney General; Gail Traylor, representing the Examiner of Public Accounts, and Susie White, representing the Department of Revenue. Also present were Sylvia Adams, Karen Portera, and Sgt. R. C. Stroud, representing the Capitol Complex Security Office; and Sandy Haynes, representing the Public Service Commission.

Government Records staff members present included Tracey Berezansky, Richard Wang, Chris Davidson, Tom Turley, Frank Brown, and Corlis Floyd.

Ed Bridges called the meeting to order by summarizing the purpose, responsibility, and composition of the commission, welcomed those present, and introduced Susie White as a guest representative from the Department of Revenue.

A motion to accept the minutes of the October 27, 2004, meeting was made by Alyce Robertson, and seconded by Gail Traylor. The minutes were unanimously approved.

**Old Business**

- Report on the University Advisory Group Meeting and the University RDA Implementation Reporting Format:

Tracey Berezansky informed the commission that a meeting was held on November 17, 2004, to discuss and develop annual RDA implementation reporting procedures for the state's universities. One of the decisions made at the meeting was to revise the University RDA. The final version of the RDA revision incorporating the suggestions and changes discussed at the meeting will be presented to the universities for feedback in the near future before submitting to the commission for approval.

- Update on the Interdepartmental Agreement with the Department of Transportation (DOT):

Ms. Berezansky reported that among the three qualified candidates certified by the State Personnel Department to the register, two declined an interview. Chris Davidson was interviewed and hired as the Department of Transportation's records management archivist. Mr. Davidson will begin work for DOT as soon as a replacement is found to assume his duties as manager of ADAH's State Records Center.

**New Business**

- Agency Annual RDA Implementation Monitoring Reports (copy attached):

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Januarys. Agencies that submitted reports are: Office of the Attorney General, Alabama Institute for the Deaf and Blind, Board of Dental Examiners of Alabama, Alabama Department of Environmental Management, Board of Examiners for Dietetic/Nutrition Practice, Farmers Market Authority, Hearing Instrument Dealers Board, Indian Affairs Commission, Department of Industrial Relations, State Employees' Insurance Board, Lieutenant Governor's Office, Board of Nursing, Board of Pharmacy, Plumbers and Gas Fitters Examining Board, Public Service Commission, Department of Revenue, Securities Commission, Department of Senior Services, Alabama Supercomputer Authority, Office of State Treasurer, and Department of Youth Services. Agencies that have not yet submitted reports are: Office of State Auditor, Cahaba Advisory Committee, Alabama Department of Economic and Community Affairs, and Board of Funeral Services.

Richard Wang reported that he had provided each member with an updated version of the summary report, which, among other things, captured information on records management from the Board of Nursing. Dr. Wang also indicated that several state agencies had failed to submit their reports. Two of them (ADECA and the State Auditor) did not submit their reports consistently. After discussion among commission members, Dr. Bridges said he would talk with staff about ways to address this issue.

#### **Records Disposition Authorities** (Minor Revision)

- Department of Revenue (memorandum attached):
- Department of Archives and History (memorandum attached):

At this point in the meeting, Ms. Berezansky asked the commission to permit and approve an additional agenda item for the Department of Archives and History. A request was made for disposition of Researcher Registration Files to be extended from 15 years to 30 years.

A motion to approve the RDA revisions for the Department of Revenue and the Department of Archives and History, as presented was made by Ms. Traylor and seconded by Lisa Dorr, and was unanimously approved by the commission.

#### **Records Retention Schedules**

- Capitol Complex Security Office, Department of Finance (copy attached):

Dr. Wang reported that ADAH staff had worked with individual divisions (such as Risk Management, Printing and Publications, and Debt Management and Capital Planning) within the Department of Finance previously to create separate RDAs for their records. We agreed to develop these records retention guidelines for the Capitol Complex Security Office so that obsolete records may be legally disposed of in a timely manner, but will continue to approach the Department of Finance for an agency-wide RDA project.

A motion to approve the records retention schedule as presented was made by Ms. Robertson and seconded by Eliza Marshall, and was unanimously approved by the commission.

**Dates for Future Meetings**

The next meeting of the State Records Commission is tentatively scheduled for 10:00 a.m., on Thursday, April 28, 2005. For planning purposes, the July meeting of the commission is scheduled for Wednesday, July 27, 2005, unless the move into ADAH's new wing and other open house activities require its cancellation.

Dr. Wang informed the commission that Secretary of State Nancy Worley had recently appointed a records committee comprised of representatives from each division in her office to begin working with ADAH staff to develop an RDA for the Secretary of State. The initial RDA records inventory training session has been scheduled for January 28.

The meeting was adjourned at 10:22 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission