

MINUTES
STATE RECORDS COMMISSION
July 21, 2004

The State Records Commission met on Wednesday, July 21, 2004, at 10:00 a.m. at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Eliza Marshall, representing the Secretary of State; Bill Morrison, representing the Department of Revenue; Alyce Robertson, representing the Attorney General; and Gail Traylor, representing the Examiner of Public Accounts. Also present were Rita Allen, representing the Department of Transportation; Dennis Blair, representing the Department of Public Health; Ann Cosby, representing the Alabama State Board of Occupational Therapy; Doug Lunsford, representing the State Personnel Department; and Cindy Pitts, representing the Department of Rehabilitation Services.

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, and welcomed those present.

A motion to accept the minutes of the April 22, 2004, meeting was made by Gail Traylor and seconded by Eliza Marshall. The minutes were unanimously approved.

Old Business

- University of Alabama System - Attorney General Opinion:

Tracey Berezansky informed the commission that our request for an attorney general's opinion regarding the University of Alabama Systems' records was still pending. We will provide the commission with a written copy of the decision as soon as we receive it.

- Discussion about the Annual RDA Implementation Reports:

Richard Wang reported that he had received complaints from agencies with regard to the recently revised RDA implementation reporting form. The complaints had to do with the extra time required to complete the form and the lack of staff to do so due to recent budget reductions resulting in personnel layoffs. Dr. Wang asked the commission to consider how to help reduce the burden on some agencies in complying with the annual reporting requirements.

After some discussion, Dr. Bridges suggested that the commission postpone making a decision until commission member Jeff Jakeman was present to participate in the discussion since he was the commission member who initially requested the more detailed reporting process.

New Business

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

Ms. Berezansky outlined an agreement between ADAH and the Department of Transportation

whereby the ADAH has agreed to hire and train, on behalf of DOT, an archivist to manage the voluminous records created by the agency. DOT will be responsible for personnel cost and supervising the person selected. The announcement for the position was posted last week on the State Personnel website and applications are being accepted until August 4.

- Technical Leaflet: “Preparing a Contract for Archival-Quality Microfilming Services” (copy attached):

A motion to approve the revisions to the Microfilming Services leaflet was made by Gail Traylor and seconded by Alyce Robertson, and was unanimously approved by the commission.

- Y2K Project Files (memo attached):

Ms. Berezansky reported that ADAH has been working with the Finance Department’s Information Services Division to obtain its Y2K records. As of June 2004, approximately 20 boxes of Y2K materials have been received. Dr. Wang stated that the commission needed to formally approve the proposed permanent retention of these records since no RDA is in place for ISD.

A motion to approve the proposed permanent retention of ISD’s Y2K records was made by Bill Morrison and seconded by Ms. Robertson, and was unanimously approved by the commission.

- 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 Julys. Agencies that submitted reports are: Alabama Alcoholic Beverage Control Board, Department of Archives and History, Board of Registration of Architects, Board of Examiners in Counseling, Criminal Justice Information Center, Alabama Electronic Security Board of Licensure, Department of Forensic Sciences, Licensing Board for General Contractors, Home Builders Licensure Board, Board of Home Medical Equipment Services Board, Department of Insurance, Board of Examiners of Landscape Architects, Alabama School of Mathematics and Science, Alabama Medicaid Agency, Alabama Board of Medical Examiners/Medical Licensure Commission, Alabama State Board of Occupational Therapy, Alabama Onsite Wastewater Board, Alabama Peace Officers Standards and Training Commission, Alabama Public Library Service, Department of Public Safety, Department of Rehabilitation Services, Senior Citizens Hall of Fame, State Records Commission/Local Government Records Commission, Alabama Surface Mining Commission, and Alabama Department of Transportation.

Richard Wang provided the commission with the following highlights: (1) among the 26 agencies due to report this quarter, two reported a lack of manpower to implement their RDAs; (2) the most important permanent records transferred to the Archives were approximately 83 cubic feet of applications for Certificate of Qualification to Practice Medicine from the Board of Medical Examiners; and (3) the largest amount of obsolete records destroyed by an individual state agency last year was 878.75 cubic feet by the Department of Rehabilitation Services.

For informational purposes, Ms. Berezansky reported that she had recently received a copy of Finance-State Purchasing's invitation to bid with respect to records storage facilities. She informed the commission and state agency representatives present that ADAH would continue to operate its records storage center offering records storage, retrieval, and pick up for all state agencies. She encouraged all agencies to research the cost and compare services and facilities of other records storage entities against those of the State Records Center before making records storage decisions.

At this point in the meeting, Dr. Bridges was handed a telephone message from Jeff Jakeman stating that he had no objections to returning to the old RDA annual implementation reporting form if the form was easier for agencies to complete. Gail Traylor moved to return to the previous form for annual RDA implementation reporting. The motion was seconded by Alyce Robertson and was unanimously approved by the commission

Records Disposition Authorities (Minor Revision)

- Board of Cosmetology (memorandum attached):
- Department of Human Resources (memorandum attached):
- Department of Public Health (memorandum attached):
- Addition of Agency Website Disposition to Approved RDAs for Agencies that were Due for Annual Review in July (memorandum attached):

A motion to approve RDA revisions for Cosmetology, Human Resources, and Public Health, and to approve the Disposition of Agency Websites was made by Mr. Morrison and seconded by Ms. Traylor, and was unanimously approved by the commission.

Records Disposition Authorities (Major Revision)

- Alabama High School of Mathematics and Science:

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

Records Disposition Authorities (New)

- State Ethics Commission:

Dr. Bridges noted that economic interest forms for all elected officials, agency heads, and appointed officials would be retained by the Ethics Commission for three years and then transferred to the Archives to be retained permanently. All other economic interest forms would be destroyed after three years. A discussion concerning the retention time of economic interest forms for historic purposes followed. Ms. Traylor and Ms. Robertson felt that no distinction should be made as to the forms that were kept and those that were destroyed. Their position was that all the records should be scheduled as permanent or all of them destroyed after three years. Both Ms. Traylor and Ms. Robertson asked for additional time to discuss the matter with their agency directors before making a final determination. The commission will make a final

decision regarding this RDA at its October meeting.

- Alabama State Board of Prosthetists and Orthotists

A motion to approve the RDA as presented was made by Ms. Traylor and seconded by Mr. Morrison, and was unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for 10:00 a.m., on Wednesday, October 27, 2004. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 26, 2005.

The meeting was adjourned at 10:43 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission