

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
July 21, 2004

The Local Government Records Commission met at 1:30 p.m., on Wednesday, July 21, 2004, at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Allison Akins, City Clerk-Treasurer for the City of Madison; Linda Barrontine, representing the Examiner of Public Accounts; William Joseph, Chairman, Montgomery County Commission; Eliza Marshall, representing the Secretary of State; and Alyce Robertson, representing the Attorney General. Visitors present included John Reed and family.

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

Dr. Bridges called the meeting to order and welcomed those present.

A motion to approve the minutes of the April 22, 2004, meeting was made by Bill Joseph and seconded by Alyce Robertson. The minutes were approved as submitted.

Old Business

- Legislative Update (HRAB legislation, ADAH Board of Trustees):

Frank Brown reported that the ADAH bill to create a Historical Records Advisory Board failed for the second time to pass during the legislative session. Mr. Brown noted that legislation had been passed to increase the membership of the ADAH Board of Trustees from 8 to 17.

In regard to the ADAH budgetary situation, Dr. Bridges informed the commission that the department will lose two more staff positions effective August 1, 2004. The ADAH staff for FY2005 will consist of 37 employees— down from 47 in FY2003.

New Business

- Presentation to GSU Camera Operator John Reed:

Tom Turley introduced John Reed, camera operator with the Genealogical Society of Utah (GSU), who has microfilmed over 700 rolls of loose records from nine Alabama counties. Dr. Turley presented Mr. Reed with a certificate of appreciation, signed by Governor Riley, and thanked him for his hard work in preserving Alabama's historical records. Mr. Reed and his family will be moving to Salt Lake City, Utah, as he begins a new job with the GSU.

- Alabama Racing Commissions (report on greyhound disposition records):

Dr. Turley updated the commission concerning a telephone call he received from an animal rights agency (the Greyhound Protection League) about records documenting the disposition of retired greyhounds by Alabama racing commissions. Dr. Turley consulted with Alyce Robertson, and the Attorney General's Office contacted the racing commissions to request their greyhound disposition records from 2002. This inquiry may result in the addition of greyhound disposition records to the Racing Commissions' RDA.

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

A motion to approve the leaflet as revised was made by Allison Akins and seconded by Mr. Joseph. It was unanimously approved by the commission.

Records Disposition Authority

- Health Care Authorities/Jefferson Rehabilitation and Health Center (minor revision)(memo attached):

A motion to approve the RDA as presented was made by Mr. Joseph, seconded by Linda Barrontine, and unanimously approved by the commission.

- Municipalities (major revision):

Ms. Akins expressed her agreement with the revisions to the Municipal RDA. She informed the commission of a recent mailing she received stating that federal regulations were changing and will no longer require banks to provide copies of returned checks to agencies. Dr. Turley stated that a revision to the RDA might be considered, although it was difficult to know how to address records that would no longer be created.

A motion to approve the RDA as presented was made by Ms. Akins, seconded by Ms. Barrontine, and unanimously approved by the commission.

- Regional Planning Commissions (major revision):

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

- Routine Correspondence (minor revision of all local government RDAs) (copy attached):

After consultation with the Examiners of Public Accounts, disposition requirements for this record series were revised to distinguish between correspondence relating to finances, which is

auditable, and non-financial correspondence, which is not.

A motion to approve the revision of routine correspondence for all local government RDAs was made by Ms. Robertson, seconded by Eliza Marshall, and unanimously approved by the commission.

Date of Next Meeting

The next meeting of the Local Government Records Commission is scheduled for Wednesday, October 27, 2004, at 1:30 p.m. Ms. Akins informed the commission that she would be unable to attend the October 27 meeting due to a prior commitment. Dr. Bridges said that staff would poll members of the State and Local Commissions to see if moving the meeting to another day would be feasible. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 26, 2005.

Knowing that Bill Joseph, Chairman of the Montgomery County Commission, would be retiring after this term, Frank Brown asked Mr. Joseph if this meeting was his final meeting as a member of the Local Records Commission. Mr. Joseph stated that his term was not officially over until November 8, but that the October meeting would be his last. Mr. Joseph commented that he would be retiring from the County Commission after having served 40 years.

The meeting was adjourned at approximately 2:05 p.m.

Corlis Floyd, Secretary
Local Government Records Commission

Edwin C. Bridges, Chairman
Local Government Records Commission