

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
July 22, 2009

The Local Government Records Commission met at 1:30 p.m., on Wednesday, July 22, 2009, in the Regions Board Room of the Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Bill Garrett, representing the Attorney General; Aaron Shapiro, representing Auburn University; Linda Barrontine, representing the Examiners of Public Accounts; Fran Hamilton, Madison County Tax Assessor; Renee Moore, City Clerk of the City of Gulf Shores; Rebecca Morris, representing the Secretary of State; and John Giggie, representing the University of Alabama. Also present were Ed Packard of the Office of the Secretary of State; and Dawn Webb, Town Clerk of the Town of Eclectic.

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

Dr. Bridges called the meeting to order at 1:30 p.m., confirmed the presence of a quorum, noted that the meeting had been properly announced as required by the Alabama Open Meetings Law, welcomed those present, and introduced Renee Moore as the newest member of the commission.

A motion to amend the agenda to include one item of new business relating to the Alabama Open Meetings Act was made by Bill Garrett and seconded by Renee Morris. The motion was unanimously approved.

A motion to approve the minutes of the January 28, 2009, meeting was made by Linda Barrontine and seconded by Fran Hamilton. The minutes were approved as submitted.

Old Business

- Local Government Records Commission Annual Awards (receipt of 2008 awards by Marshall and Mobile Counties; review of application materials for 2009 awards) - copy attached

Commission members were given a copy of the revised guidelines and nomination form for the 2009 commission awards cycle, along with a copy of the press releases announcing the 2008 awards. Tom Turley noted that last year's award recipients (the Marshall County Preservation Society and the Mobile County Probate Office) received their certificates at the State Records Commission's meeting in April. He informed the commission that this year's nominations would end on November 1, in order to give staff and commission members more time to review applications and select the winners. Award recipients for 2009 will be announced at the January 2010 commission meetings.

New Business

- Report on 2009 Local Historical Records Preservation Grants Awarded by the Historical Records Advisory Board (HRAB) - copy attached

Tom reported that a total of 22 local government agencies or historical repositories (out of 30 applicants) received grant awards totaling \$49,999.68. All the projects have begun work and are running smoothly. ADAH staff plans to apply for more grant funds from NHPRC before the March 2010 deadline. If our application is approved, funds would be available for another re-grant cycle in FY2010.

- Procedural leaflet: "Records Destruction Procedures for Alabama Local Governments" (revision) - copy attached

The commission reviewed a draft revision of the procedural leaflet *Records Destruction Procedures for Alabama Local Governments*. Tom discussed changes to the leaflet, and Dr. Bridges stated that procedural leaflets do not require formal commission action for adoption or revision. The revised leaflet will be accessible to all local agencies on the ADAH website.

- Proposed New Time for Commission Meetings

Dr. Bridges suggested that in the future, the records commissions meet back-to-back instead of at 10:00 a.m. and 1:30 p.m., respectively. Staff felt that this change would streamline the meeting process and avoid the long delay for members who attend both meetings. After discussion, it was agreed that the State Records Commission would meet at 10:00 a.m. and the Local Government Records Commission at 11:00 a.m. This schedule will begin with the October 28, 2009 meetings.

- Alabama Open Meetings Act and Meeting Minutes (handouts attached)

In response to a request from Dr. Bridges for clarification of the scope and application of the Alabama Open Meetings Act as it relates to governmental entities, John Norris of the Examiners of Public Accounts compiled an informational packet, which was provided to commission members at this meeting for reference and discussion. Included in the packet were a Summary of the Open Meetings Act and Meeting Minutes, text of the Alabama Open Meetings Act, and a copy of the ADAH procedural leaflet "Guidelines for Taking Meeting Minutes" (approved by the records commissions in 2006). Dr. Bridges noted the importance of ensuring that provisions of the Open Meetings Act for taking minutes also extend to meetings of committees or subcommittees of governmental bodies that are subject to the act. Dr. Bridges advised the commission that staff will revise the procedural leaflet to include the Open Meetings Act's requirements. They will present the draft revision at the commissions' October meetings.

One-Time Records Disposition

- City of Daleville Cable Television Service Records - copy attached

The City of Daleville recently requested disposition for records of a cable television service it operated between 1999 and 2007. Because Daleville is the only city known to have tried such an experiment, staff did not consider these records necessary for inclusion in the municipal RDA. A copy of the proposed one-time disposition was included in the commission packet.

A motion to approve the records' disposition was made by Ms. Morris, seconded by Dr. Giggie, and unanimously approved by the commission.

Records Disposition Authorities

- County Boards of Registrars (major revision) - copy attached

Tom and Ed Packard, Supervisor of Voter Registration for the Secretary of State's office, presented the draft revision of the county board of registrars' RDA. This RDA has been suspended since 2004, while the Secretary of State's office implemented a new voter registration system mandated by the federal "Help America Vote" Act. With the new system now in place, Secretary Chapman will authorize the boards of registrars to resume records disposition following approval of the revised RDA. After a discussion of several questions raised by Dr. Bridges, the draft RDA was proposed for commission approval with the following changes:

Under Explanation of Records Requirements, page 3-2, change the last sentence of the section to read as follows:

“Any record created by the board prior to 1924 shall be regarded as permanent.”

Under Requirement and Recommendations, page 3-15, change the date in the second bulleted item from 1900 to 1924.

A motion to approve the RDA for the County Boards of Registrars, as amended, was made by Mr. Garrett, seconded by Ms. Morris, and unanimously approved by the commission.

Date of Next Meeting

The next meeting of the Local Government Records Commission is tentatively scheduled for Wednesday, October 28, 2009, at 11:00 a.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 27, 2010.

The meeting was adjourned at approximately 2:17 p.m.

Corlis Floyd, Secretary
Local Government Records Commission

Edwin C. Bridges, Chairman
Local Government Records Commission