

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION

April 25, 2012

The Local Government Records Commission met on April 25, 2012 at 11:00 a.m., in the Regions Board Room at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, Department of Archives and History; John Giggie, representing the University of Alabama; Ed Packard, representing the Secretary of State; Betty Carmichael, representing the Attorney General; James Hall, representing the Examiners of Public Accounts; Gina Antolini, City Clerk of Columbiana; Martha Cato, City Clerk of Valley; Fran Hamilton, Madison County Tax Assessor; Roger Hayes, Chairman of the Winston County Commission; and James Hutcheson, Chairman of the Marshall County Commission. Also present was Dr. Marilyn Lewis from the State Department of Education.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, and Christine Garrett. ADAH intern Cheylon Woods also attended.

Dr. Bridges called the meeting to order at 11:00 a.m. He confirmed the presence of a quorum and noted that the meeting had been properly announced, as required by the Alabama Open Meetings Law. In his opening remarks, Dr. Bridges summarized the commission's purpose, responsibilities, and composition and welcomed those present. He welcomed the commission's new members, including recent appointees Gina Antolini, Martha Cato, Roger Hayes, and James Hutcheson, as well as James Hall, the new representative of the Examiners of Public Accounts.

A motion to accept the agenda was made by Ms. Antolini and seconded by Mr. Hutcheson. The motion was unanimously approved.

A motion to approve the minutes of the November 2, 2011 meeting was made by Mr. Hutcheson and seconded by Mr. Hayes. The minutes were approved by a unanimous vote.

Old Business

- Proposed Changes to Code Sections Relating to ADAH and Records Commissions (copy included)

Ms. Berezansky explained that the bill addressed several issues that needed to be changed from the 1987 legislation, including: adding law enforcement officials (both a county sheriff and a city police chief), as well as a local school superintendent; replacing one county commission chair with a county administrator; and adding a representative from an Historically Black College and University, who would be appointed by the Governor. Ms. Berezansky informed the commission that ADAH staff met with representatives of the Association of County

Commissions of Alabama, League of Municipalities, Police Chiefs' Association, and Sheriffs' Association to discuss the proposed changes. Dr. Turley added that the bill reduced the number of required commission meetings to two per year, which will, we hope, alleviate the quorum issue of recent years. The bill (number 631 is the House version) is pending its third reading in the House and its first reading in the Senate. Its sponsors are Representative Charles Newton and Senator Brian Taylor.

New Business

- Report on the Local Government Records Regrant Program (copy included)

Dr. Turley informed the commission that a full report on the regrant program, including summaries of the local projects, was in the packet. The National Historical Publications and Records Commission (the grant-awarding wing of the National Archives) awards \$50,000 to states to disperse to local governments and historical entities that hold historical records. ADAH has had two recent grant cycles, in which local entities received grants averaging \$2,000-\$3,000 apiece. Dr. Turley mentioned that ADAH will apply to the NHPRC in September for a 2013 grant cycle. Dr. Bridges added that these grants have spurred other local records preservation activities, as evinced by the increased number of local historical programs in the state, as well as an increased awareness of local records needs. Ms. Cato, whose city received a grant during the past cycle, discussed the benefits of grant funding to Valley's records program and textile museum.

- Report on RDA Implementation by Local Health Care Authorities (copy included)

Ms. Garrett told the commission that she sent reporting forms to the HCAs in October, as well as two follow-up letters in November and January. Ultimately, 25 of 31 HCAs reported destroying a total of 8,608 cubic feet of records in 2011. Although the volume was less than in previous years, the percentage of HCAs reporting was higher than usual, owing to the merger of two HCAs and the privatization of two others. Ms. Garrett added that ADAH staff hopes to revise the health care authorities' RDA in the near future.

- Local Government Records Commission Annual Awards (copies included)

Dr. Turley stated that commission awards recognize outstanding efforts made by local governments to manage and preserve their records. There were three nominees this year: the Baldwin County Commission, nominated for providing online access to historical city records by its public information officer, Pam Tillman; the Coosa County Probate Office, nominated for a

digitizing project by David Tuck, a Coosa County resident and Alabama Historical Records Advisory Board member; and the Madison County Records Center, nominated by its archivist, Kayla Rike. In analyzing the nominations, Dr. Turley ranked them in reverse order but reminded the commission that its guidelines permit making two, one, or no awards. He considered the Madison County Records Center especially deserving because of Ms. Rike's efforts to reconcile her facility's divided administration (between the county probate office and the city library) and to improve its environment. He also noted that the Baldwin County Commission had received a commission award last year for its archival program. After discussion, Mr. Hutcheson made a motion for the Madison County Records Center to receive an award. Ms. Antolini seconded it, and the motion passed unanimously. Mr. Hayes then moved that the Coosa County Probate Office also receive an award. Mr. Packard seconded the motion, and it also passed unanimously. The two agencies will receive their awards at the next commission meeting.

Records Disposition Authorities

- County Probate Offices (minor revision) (copy attached)

Dr. Turley stated that this revision would amend a revision approved at the last LGRC meeting in November. It would allow the disposition of accounting records from estate and guardianship files dated after 1940 (rather than 1975, as approved in November) two years following audit. This change was requested by Montgomery County Archivist Lyn Frazer. After meeting with Ms. Frazer and viewing samples of the records, Dr. Turley concurred with her opinion. A motion to approve the proposed revision was made by Ms. Antolini, seconded by Ms. Hamilton, and unanimously approved by the commission.

- Municipalities (minor revision) (copy attached)

Dr. Turley said that these records (Insurance Claims Involving Municipal Property) had been overlooked while preparing the municipal RDA's revision last November. He proposed that they be added to the RDA, with a disposition of: "Retain 2 years after the audit period in which the claim was settled." A motion to approve the revision was made by Ms. Hamilton, seconded by Mr. Hutcheson, and unanimously approved by the commission.

- Local Boards of Education (major revision) (copy attached)

Dr. Turley introduced Dr. Marilyn Lewis from the state Department of Education. Dr. Lewis, her staff, and the staffs of various local boards of education assisted with the RDA revision. It adds a number of new records series not covered by previous editions of the RDA. A motion to

approve the proposed revision was made by Mr. Hutcheson, seconded by Dr. Giggie, and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the Local Government Records Commission is scheduled for Wednesday, July 25, 2012 at 11:00 a.m. The commission's autumn meeting is scheduled for Wednesday, October 24, 2012.

Dr. Bridges declared the meeting adjourned at 11:33 a.m.

Christine Garrett, Secretary
Local Government Records Commission

Steve Murray, Chairman
Local Government Records Commission