

**MINUTES**  
**LOCAL GOVERNMENT RECORDS COMMISSION**  
**April 23, 2008**

The Local Government Records Commission met at 1:30 p.m., on Wednesday, April 23, 2008, in the Regions Board Room at the Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Matt Bledsoe, representing the Attorney General; Ed Bishop, Chairman of the Baldwin County Commission; Fran Hamilton, Madison County Tax Assessor; Ed Packard, representing the Secretary of State; John Giggie, representing the University of Alabama; and Pam Morse, Town Clerk of the Town of West Blockton. Others present included Lyn Frazer, Montgomery County Archivist; Brenda Blalock, City Clerk of the City of Montgomery; Michael Bridell, Executive Assistant to the Mayor; Captain John Hall, Montgomery Police Department; Mickey McInnish, City of Montgomery Senior Staff Attorney; Tom Register, City of Montgomery Records Officer; and Tony Johnson and Tony Simmons of LaserCraft, Inc.

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

Ed 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, introduced Dr. John Giggie as the University of Alabama's newly appointed representative on the commission, and welcomed those present.

Dr. Bridges asked for the order of the agenda to be changed so the commission could consider the City of Montgomery's request for local RDA retentions as the first item of business instead of the last.

A motion to accept the change in the sequence of agenda items as requested was made by Ed Bishop and seconded by Matt Bledsoe. The motion was unanimously approved.

**Records Disposition Authorities**

- Local Retentions for the City of Montgomery (copy attached)

Based in part on his memorandum dated April 2, Tom Turley gave the commission an overview of records disposition recommendations for the City of Montgomery's Commercial and Residential Building Plans, Permits, and Permit Applications (Abandoned Projects); Red Light Enforcement Digital Recordings; and Red Light Camera Enforcement Citations (Civil Action). Montgomery city officials provided a sample copy of a red light enforcement violation warning notice (see attached); they and LaserCraft representatives answered commission members' questions. After a lengthy discussion and wording amendments, the red light enforcement schedules were approved as follows:

**Red Light Camera Enforcement Citations (Civil Action).** Retain 2 years or until final disposition of the case, whichever is longer.

**Red Light Enforcement Digital Video Recordings.** Original Images: Retain 30 days.

**Incident Files.** Retain 2 years or until final disposition of the case, whichever is longer.

A motion to approve the disposition of these records, as amended, for the City of Montgomery was made by Ed Bishop, seconded by John Giggie, and unanimously approved by the commission.

A separate motion to approve the disposition, as presented in the memorandum of April 2, 2008, for the City of Montgomery's **Commercial and Residential Building Plans, Permits, and Permit Logs (Abandoned Projects)** was made by Matt Bledsoe, seconded by Mr. Bishop, and unanimously approved by the commission.

Lyn Frazer, Montgomery County Archivist, asked the commission to consider her revision of disposition requirements for involuntary commitment records as the next item of business. The commission agreed.

- Revised Disposition for Involuntary Commitment Records (Probate RDA) (copy attached)

Tom Turley outlined his memorandum of April 16, 2008, containing a summary of the Code of Alabama's disposition requirements for involuntary commitment records and recommending that the Montgomery County Probate Office's request to reappraise them as temporary records be approved. After Matt Bledsoe raised questions about the potential ongoing legal value of these records, the commission declined to take immediate action on the matter. Dr. Bridges asked Mr. Bledsoe to investigate the legal implications further and report back to the commission in July. This agenda item was tabled pending that report.

The meeting proceeded by addressing the remaining agenda items as originally scheduled.

A motion to approve the minutes of the July 25, 2007, meeting was made by Fran Hamilton and seconded by Mr. Bishop. The minutes were approved as submitted.

### **New Business**

- Statewide Plan for Historical Records Preservation (HRAB) (copy attached)

Tracey Berezansky updated the commission on the Historical Records Advisory Board's development of a strategic plan for Preserving Alabama's Historical Records. The board has applied for a grant from the National Historical Publications and Records Commission (NHPRC) to

implement its statewide plan, which would include a regrant program for local records preservation.

- Commission Issues Proposed for Legislative Action (copy attached)

Dr. Bridges explained records issues for possible legislative action as summarized in the memorandum dated March 31, 2008. Discussion followed and staff agreed to research the specifics of the proposed legislation, meet with the Attorney General's staff and Legislative Reference Service to talk about drafting such legislation, and will present its findings to the commission at the July meeting.

- RDA Revision for County Board of Registrars

Tom Turley advised members of the commission of the continued "Hold" on revisions for the Board of Registrars RDA. The new, federal voter registration system installation is still not complete as the Secretary of State's office has not been given control over the database. Ed Packard reported that work on revising the RDA and allowing records disposition for the county boards would resume in early 2009.

- RDA Implementation by Local Health Care Authorities (copy attached)

Dr. Turley reported on the status of the Health Care Authorities RDA revisions and provided the commission with a document detailing the total number of cubic feet of records destroyed from 2004 through 2007.

- Records Commission Records Management Awards (copy attached)

ADAH staff presented commission members with a memorandum outlining ideas and suggestions to implement an annual awards program to recognize state and local agencies or individuals that have made special accomplishments in records management and preservation activities. Tom Turley explained that ADAH staff and commission members would present nominations for consideration in January each year and after the commission selected the individuals or agencies deserving of recognition, certificates would be presented in April. Those agencies or individuals receiving awards would be recognized on ADAH's website and in *State and Local Records News*. Staff agreed to finalize the selection criteria and other guidelines for consideration at the commission's next meeting.

### **Records Disposition Authorities**

- County Probate Offices - major revision (copy attached)

A motion to approve the revised RDA as presented was made by Mr. Bledsoe, seconded by Mr. Packard, and unanimously approved by the commission.

**Date of Next Meeting**

The next meeting of the Local Government Records Commission is tentatively scheduled for Wednesday, July 30, 2008, at 1:30 p.m. For planning purposes, the October meeting of the commission is scheduled for Wednesday, October 22, 2008.

The meeting was adjourned at approximately 3:00 p.m.

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Corlis Floyd, Secretary  
Local Government Records Commission

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Edwin C. Bridges, Chairman  
Local Government Records Commission