

**MINUTES**  
**STATE RECORDS COMMISSION**  
**April 23, 2008**

The State Records Commission met on Wednesday, April 23, 2008, at 10:00 a.m. in the Regions Board Room at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Matt Bledsoe, representing the Attorney General; John Norris, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; Ed Packard, representing the Secretary of State; and John Giggie, representing the University of Alabama. Also present were James Nuckles of the Department of Education; Doug Lunsford of the State Personnel Department; and Amy Bright, Dwan Mason, and Mike Gamble of the Department of Revenue.

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

Ed Bridges called the meeting to order at 10:00 a.m. He confirmed the presence of a quorum for the meeting, 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 purpose, responsibility, and composition of the commission, introduced Dr. John Giggie as the University of Alabama's newly appointed representative on the commission, and welcomed those present.

A motion to accept the agenda was made by John Norris, and seconded by Ed Packard. The motion was unanimously approved.

A motion to approve the minutes of the January 23, 2008, meeting was made by Yolanda Caldwell, and seconded by Mr. Norris. The minutes were approved by a unanimous vote.

**New Business**

- Proposal for Records Commissions 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.

- Commission Issues Proposed for Legislative Action (copy attached):

Dr. Bridges explained, in detail, 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.

- Annual Report of the Status of the State RDA Development Plan (copy attached):

Richard Wang provided the commission with a summary report listing all the state agencies with approved RDAs in place. Seven more RDAs were developed and approved in 2007 resulting in a grand total of 138 as of December 31, 2007.

- Agency Annual RDA Implementation Monitoring Reports (copy attached):

Richard Wang reported that 37 state agencies were scheduled to submit annual implementation monitoring reports this quarter. Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Aprils. Agencies that submitted reports are: Department of Agriculture and Industries, Board of Athletic Trainers, Alabama State Board of Auctioneers, Department of Child Abuse and Neglect Prevention, Commercial Mobile Radio Service Emergency Telephone Services Board, Alabama Credit Union Administration, Alabama Crime Victims Compensation Commission, Board of Dental Scholarship Awards, Alabama Drycleaning Environmental Response Trust Fund Board, State Board of Education/State Department of Education, Alabama Board of Electrical Contractors, Department of Finance–Division of Risk Management, Alabama State Board of Registration for Foresters, Geological Survey of Alabama, Alabama Commission on Higher Education, State Department of Human Resources, Jefferson County Department of Health, Judicial Inquiry Commission, Alabama Liquefied Petroleum Gas Board, Alabama Manufactured Housing Commission, Board of Examiners in Marriage and Family Therapy, Alabama Department of Mental Health and Mental Retardation, Board of Examiners of Nursing Home Administrators, Alabama Board of Optometry, Alabama State Personnel Department, Board of Physical Therapy, Department of Post Secondary Education, Department of Public Health, Alabama Board of Examiners in Psychology, Real Estate Commission, Alabama Sickle Cell Oversight and Regulatory Commission, Alabama Sports Hall of Fame, State Oil and Gas Board, and St. Stephens Historical Commission.

Agencies that have not yet submitted reports are: Alabama Department of Children’s Affairs, Board of Dental Scholarship Awards, Board of Medical Scholarship Awards, and Board of Optometric Scholarship Awards.

### **Records Disposition Authorities (Revisions)**

- Alabama State Bar, Alabama College System, and Department of Revenue (copies attached):

A motion to approve the RDA revisions as presented for the Alabama State Bar, the Alabama College System, and the Department of Revenue was made by Matt Bledsoe, seconded by Mr. Norris, and unanimously approved by the commission.

**Records Disposition Authorities (New)**

- Alabama State Tenure Commission (copy attached):

Richard Wang reported that the State Tenure Commission was dissolved in 2004 and its records had been stored at the Alabama Education Association (AEA). A request by AEA to dispose of all records created by the commission prompted the creation of this RDA. Dr. Wang inventoried the records and compiled the draft RDA. At the request of Dr. Bridges, Tracey Berezansky and Dr. Wang visited AEA again to review the Teacher Appeal Case Files to ensure that they did not have any historical research value for permanent preservation. During the subsequent discussion among attendees, Dr. Giggie expressed his concerns and interests in preserving these records.

After further discussion, a motion to approve the RDA as presented for the Alabama State Tenure Commission was made by Mr. Norris, seconded by Mr. Bledsoe, and approved by a 5 to 1 vote of the members.

Dr Bridges asked staff to look closely at the Teacher Appeal Case Files before destruction, and to set aside for further review any case file(s) that might provide significant historical research information.

**Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for Wednesday, July 30, 2008, at 10:00 a.m. For planning purposes, the October meeting of the commission is scheduled for Wednesday, October 22, 2008.

Ms. Berezansky informed the commission of the upcoming national Intergovernmental Preparedness for Essential Records Project (IPER) scheduled to begin this summer that will emphasize disaster preparedness and records preservation. As a part of the project, training session materials and disaster plan tool kits will be developed for use by agencies nationwide. ADAH will participate by traveling statewide to conduct training sessions and distribute tool kits. Mr. Norris made several comments about the need to address business continuity with respect to disaster preparedness.

Dr. Bridges declared the meeting adjourned at 11:06 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission