

MINUTES
STATE RECORDS COMMISSION
August 3, 2005

The State Records Commission met on Wednesday, August 3, 2005, at 10:00 a.m. in the auditorium at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Yolanda Caldwell, representing the Department of Revenue; Lisa Dorr, representing the University of Alabama; Ken Noe, representing Auburn University; Alyce Robertson, representing the Attorney General; and Gail Traylor, representing the Examiner of Public Accounts. Also present was Ann Cosby, Board of Occupational Therapy; Nick Lee, Alabama Department of Transportation; Joe Maddox, Alabama Emergency Management Agency; Marty Oliff, Troy University Dothan; Cindy Pitts, Department of Rehabilitation Services; Margie Toney, Department of Revenue; and Joe Turrini, Auburn University.

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

Ed Bridges called the meeting to order by summarizing the purpose, responsibility, and composition of the commission, welcomed those present, and mentioned that this meeting would be Ms. Caldwell's last meeting as the Department of Revenue's representative. Ms. Caldwell's replacement will be introduced at the October meeting.

A motion to accept the minutes of the April 29, 2005, meeting was made by Gail Traylor, and seconded by Alyce Robertson. The minutes were unanimously approved.

New Business

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

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Julys. Agencies that submitted reports are: Alabama Alcoholic Beverage Control Board, Board for Registration of Architects, Department of Archives and History, Board of Examiners in Counseling, Alabama Electronic Security Board of Licensure, Department of Forensic Sciences, Home Builders Licensure Board, Board of Home Medical Equipment Services Providers, Criminal Justice Information Center, Department of Insurance, Board of Examiners in Landscape Architects, Alabama School of Mathematics and Science, Alabama Medicaid Agency, Alabama Board of Medical Examiners/Medical Licensure Commission, Alabama State Board of Occupational Therapy, Alabama Onsite Wastewater Board, Alabama Peace Officers Standards and Training Commission, Alabama Public Library Service, Department of Rehabilitation Services, Senior Citizens Hall of Fame, State Records Commission/Local Government Records Commission, Alabama Surface Mining Commission, and the Alabama Department of Transportation.

Richard Wang informed the commission that the Licensing Board for General Contractors had, in fact, submitted its annual report although too late to be included in the summary report. The agency reported transferring its annual reports, rosters of contractors, along with a CD of its website to the Archives.

Agencies that have not yet submitted reports are: Office of Prosecution Services, Alabama State Board of Prosthetists and Orthotists, and the Department of Public Safety.

- Records Commission Letterhead (copy attached):

Staff provided the commission with copies of two different designs for letterhead stationery for the two records commissions to begin using when conducting official business. The only difference in the two samples is the logo. Letterhead designed with the Alabama Great Seal and a seal created by staff members for the State and Local Government Records Commissions are the choices.

The commission agreed, by a show of hands, to approve the use of the letterhead depicting the Alabama Great Seal for official commission business.

Records Disposition Authorities (Minor Revision)

- Alabama Department of Economic and Community Affairs (ADECA) (copy attached):

Alyce Robertson led a discussion concerning the Attorney General's opposition to changing the retention for grant project files from 6 years to 3 years. Ms. Robertson stated that the statute of limitations for prosecution purposes involving grants is 6 years, therefore, the grant files needed to remain at 6 years. Gail Traylor pointed out that state funded grant project files also require a final expenditure report following the end of the grant and requested that the retention be changed to read, "Retain 6 years following the date of submission of the final expenditure report."

A motion was made by Ms. Traylor and seconded by Ms. Robertson to decline ADECA's request to change the retention from 6 years to 3 years for state and federally funded grant project files and to adopt the same retention of "Retain for 6 years following the date of submission of the final expenditure report" for state funded grant project files. It was unanimously approved by the commission.

Records Disposition Authorities (Major Revision)

- Public Supported Universities:

Tracey Berezansky informed the commission that the University group had met on several occasions to discuss revisions to the Public University's RDA. One main change involved reformatting this RDA to follow the same style used for other state agency RDAs.

In response to one comment from a university representative, Chris Davidson requested the following change to the draft revision.

On page 3-6, 3.14 Patient Records. Change the records description to read: "**These records document medical care provided at the institution's health center.**"

Ms. Traylor pointed out one typographical error:

On page 3-4, 3.03 Academic Scholarship Awards Records. In the first line of the records description, **delete the word “academic.”**

For informational purposes, Ms. Traylor pointed out that retention of and access to non-student patient records should be governed by HIPAA (Health Insurance Portability and Accountability Act) and universities should maintain its student patient records in accordance with guidelines established by FERPA (Family Educational Rights of Privacy Act).

Dr. Bridges asked university representatives if they felt the retention times were adequate for course curriculum and syllabi as set out on page 3-3 of the RDA. Representatives from Alabama, Auburn, and Troy University agreed with the retention times for those records.

Ms. Berezansky explained the annual implementation reporting process for universities and presented to the commission a copy of the form (copy attached) created for universities to use in reporting annual RDA implementation.

A motion to approve the RDA revision for Public Supported Universities as amended was made by Ken Noe and seconded by Yolanda Caldwell, and was unanimously approved by the commission.

Records Disposition Authorities (New)

- Alabama Emergency Management Agency:

A motion to approve the RDA for the Alabama Emergency Management Agency was made by Ms. Traylor and seconded by Lisa Dorr, and was unanimously approved by the commission.

- Alabama State Board of Respiratory Therapy:

A motion to approve the RDA for the Alabama State Board of Respiratory Therapy was made by Ms. Caldwell and seconded by Ms. Robertson, and was unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for Wednesday, October 26, 2005, at 10:00 a.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 25, 2006.

The meeting was adjourned at 10:30 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission