

**MINUTES**  
**STATE RECORDS COMMISSION**  
**July 22, 2009**

The State Records Commission met on Wednesday, July, 22, 2009, 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; Bill Garrett, representing the Attorney General; Aaron Shapiro, representing Auburn University; John Norris, representing the Examiner of Public Accounts; Rebecca Morris, representing the Secretary of State; Yolanda Nettles, representing the Department of Revenue; and John Giggie, representing the University of Alabama. Also present were Kelly Heath of State Personnel, Cindy Pitts and Steve Simpson of the Department of Rehabilitation Services, and Dwayne Mason of the Department of Revenue.

Government Records staff members present included Tracey Berezansky, Richard Wang, Frank Brown, 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, and welcomed those present.

Dr. Bridges requested that the agenda be revised to include, under new business, a discussion of the Open Meetings Act as it relates to meeting minutes. A motion to accept the agenda, as amended, was made by John Norris and seconded by Aaron Shapiro. The motion was unanimously approved.

A motion to approve the minutes of the April 29, 2009, meeting was made by Rebecca Morris and seconded by Yolanda Nettles. The minutes were approved by a unanimous vote.

**New Business**

- Meeting Times for State Records Commission and Local Government Records Commission

Dr. Bridges suggested that, in the future, the two records commissions meet back to back instead of at 10:00 a.m. and 1:30 p.m., on the 4<sup>th</sup> Wednesday of each quarter. Archives staff felt this would help streamline the meeting process and avoid the long break between the two meetings for members who attend both meetings. After discussion among the members, 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 pending approval by the Local Commission at its afternoon meeting.

- Revised Guidelines for the Annual Awards of the State Records Commission and the Local Government Records Commission (copy attached)

Commission members were given a copy of the revised guidelines and nomination form for the

2009 award cycle. Tom Turley informed the commission that the nomination process would end November 1 this year in order to give staff more time to review each application prior to submitting them to the commission to select the winner. The winner of the 2009 award will be announced at the January commission meeting.

- Repository for Permanent Records of the Historic Chattahoochee Commission (Procedures for Implementing a Government Records Deposit Agreement - copy attached)

Richard Wang and Tracey Berezansky informed the commission of a request from the Historic Chattahoochee Commission (HCC) to store its permanent records at Troy University – Dothan, where the Archives of Wiregrass History and Culture would serve as a repository for these records. The Dothan location would also provide the public in that region with easy access to HCC records. Under the proposed agreement, the Historic Chattahoochee Commission will continue to own its permanent records and transfer only the physical custody of its records to Troy University-Dothan.

In response to this request, Archives staff drafted a procedural leaflet, *Procedures For Implementing a Government Records Deposit Agreement*, which sets out guidelines for agencies to follow when entering into such an agreement. The leaflet was presented to the commission for consideration and approval so that agencies may implement it in the future for permanent records preservation.

John Norris suggested that notations as to the location of permanent records stored at locations other than the Archives, be reflected in the Archives' database of records and noted on its website for the public's benefit. Tracey Berezansky concurred with Mr. Norris' suggestion and agreed to implement his request.

A motion to approve the procedural leaflet, *Procedures For Implementing a Government Records Deposit Agreement*, was made by Yolanda Nettles, seconded by Bill Garrett, and unanimously approved by the commission.

- Agency Annual RDA Implementation Monitoring Reports (copy attached)

Richard Wang reported that 31 state agencies were scheduled to submit their annual RDA implementation monitoring reports to the commission this quarter. A summary report outlining the records management activities of those agencies with RDAs approved in previous Julys was presented in the meeting packet to the commission for review. He also noted that three more agencies (Alabama Medicaid Agency, Department of Insurance, and the Department of Public Safety) have submitted their reports after the initial report was sent to commission members. Reports from those three agencies will be incorporated into the final summary report for this quarter. Agencies that submitted reports are Alabama Department of Archives and History; Board for Registration of Architects; Alabama State Council on the Arts; Board of Examiners in Counseling; Criminal Justice Information Center; Alabama Electronic Security Board of Licensure; Alabama Emergency Management Agency; Department of Forensic Sciences; Licensing Board for General Contractors; Home Builders Licensure Board; Board of Home

Medical Equipment Service Providers; Legislative Reference Service; Alabama School of Mathematics and Science; Alabama Board of Medical Examiners/Medical Licensure Commission; Alabama State Board of Occupational Therapy; Alabama Peace Officers Standards and Training Commission; Alabama Public Library Service; Division of Purchasing-Department of Finance; Department of Rehabilitation Services; Alabama State Board of Respiratory Therapy; Senior Citizens Hall of Fame; Soil and Water Conservation Committee; State Records Commission/Local Government Records Commission; and Alabama Department of Transportation:

Agencies that have not yet submitted reports are: Alabama Alcoholic Beverage Control Board; Board of Examiners of Landscape Architects; Alabama Surface Mining Commission; and the Alabama Onsite Wastewater Board.

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

In response to a request from Dr. Bridges for better clarification of the scope and application of the Alabama Open Meetings Act as it relates to government entities, John Norris of the Examiners of Public Accounts compiled and distributed a packet at the meeting for reference and discussion by the commission. Included in the packet are a Summary of the Open Meetings Act and Meeting Minutes, Text of the Alabama Open Meetings Act, and a copy of ADAH's January 2006 commission approved procedural leaflet on Guidelines for Taking Meeting Minutes. Dr. Bridges pointed out that it is important to ensure that the provisions of the Open Meetings Act and the requirements 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 Archives staff will revise its procedural leaflet on Guidelines for Taking Meeting Minutes to include requirements of the Open Meetings Act and present it for consideration by the commission at its next meeting.

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

- Alabama Forestry Commission and Office of the Secretary of State (copies attached)

A motion to approve the RDA revisions as presented for the Alabama Forestry Commission and the Office of the Secretary of State was made by Yolanda Nettles, seconded by Bill Garrett, and unanimously approved by the commission.

#### **Records Disposition Authorities** (New)

- Alabama Board of Court Reporting (copy attached)

A motion to approve the RDA as presented for the Alabama Board of Court Reporting was made by Rebecca Morris, seconded by John Norris, and unanimously approved by the commission.

**Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for Wednesday, October 28, 2009, at 10:00 a.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 27, 2010.

Dr. Bridges declared the meeting adjourned at 10:37 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission