

**MINUTES**  
**STATE RECORDS COMMISSION**  
**July 30, 2008**

The State Records Commission met on Wednesday, July 30, 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; Jeff Jakeman, representing Auburn University; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; and Rebecca Morris, representing the Secretary of State. Also present were Sherrie Hamil of the Department of Archives and History, Aaron Shapiro of Auburn University, Michael Mays of the Alabama Public Library Service, Captain Charles Ward and Alice McMichael of the Department of Public Safety, Cindy Pitts of Rehabilitation Services, Dwan Mason of the Department of Revenue, and Chris Davidson and Terry Robinson of the Department of Transportation.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, Frank Brown 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 Rebecca Morris as the newly appointed representative to the commission for the Secretary of State, and welcomed those present.

A motion to accept the agenda was made by Matt Bledsoe and seconded by Gail Traylor. The motion was unanimously approved.

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

**Old Business**

- State and Local Government Records Commission Annual Awards (copy attached):

Dr. Bridges and staff member Tom Turley updated the commission on the status of the State and Local Government Records Commissions annual awards program to recognize state and local agencies or individuals that have made special accomplishments in records management and preservation activities. Members were provided a copy of the general guidelines and procedures established to implement the program.

Discussion followed and Jeff Jakeman expressed his support for the program, but suggested that colleges and universities be added to the guidelines (under "Examples of qualified activities") as potential applicants for state agency awards. In addition, members suggested the awards cycle be adjusted to coincide with the fiscal year beginning October 1, thus requiring applications to be submitted each October, be reviewed in January, and the awards presented in April.

A motion to revise the guidelines as outlined above, and to allow staff to make award applications deadline and other date adjustments as needed was made by Dr. Jakeman, seconded by Mr. Bledsoe, and approved by a unanimous vote.

- Commission Issues Proposed for Legislative Action (Update):

Tracey Berezansky identified several public records issues proposed for possible legislative action as follows: (1) changes in the records commissions' membership, meeting schedule, and procedures, (2) a restored replevin law, and (3) legislation that would open all records in ADAH custody to public inspection after 75 years. Ms. Berezansky and Dr. Bridges informed the commission of ADAH's plan to contact Jerry Bassett and Legislative Reference Service to talk about drafting such legislation. A memorandum outlining the results of such meetings and research will be presented at the commission's October meeting.

### **New Business**

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

Richard Wang reported that 31 state agencies were scheduled to submit annual implementation monitoring reports this quarter. Dr. Wang noted that only one agency failed to submit its report and that Medicaid, Rehabilitation Services, and the Department of Transportation had each destroyed more than 1,000 cubic feet of obsolete records this reporting period.

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; 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; Department of Insurance; Board of Examiners of Landscape Architects; Legislative Reference Service; 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 Public Safety; Division of Purchasing-Department of Finance; Department of Rehabilitation Services; Alabama State Board of Respiratory Therapy; Senior Citizens Hall of Fame; State Records Commission/Local Government Records Commission; Alabama Surface Mining Commission; and Alabama Department of Transportation.

The Soil and Water Conservation Committee is the only agency that has not yet submitted its report

Dr. Jakeman asked what type record keeping systems most state agencies used—paper based or electronic? Dr. Wang noted that many agencies used both systems and that a few of the larger agencies were also reporting the destruction of their obsolete electronic records.

Ms. Berezansky updated the commission on her recent visit to the San Diego Super Computer Center for the purpose of attending a week-long workshop providing information and training on the latest electronic records management techniques and technology. Dr. Bridges noted that Dr. Jakeman was already taking advantage of advancing electronic technology being the first and only commission member to work from his laptop at today's meeting. Dr. Jakeman commented that he was "going green."

**Records Disposition Authorities (Revisions)**

- Alabama Department of Archives and History (copy attached)
- Alabama Historical Commission (Black Heritage Council) (copy attached):
- Alabama School of Mathematics and Science (copy attached):
- Department of Public Safety (copy attached):
- Department of Transportation (copy attached):

A motion to approve the RDA revisions for the 5 agencies listed above was made by Mr. Bledsoe, seconded by Gail Traylor, and unanimously approved by the commission.

**Records Disposition Authorities (New)**

- Service Division, Department of Finance (copy attached):

A motion to approve the RDA as presented for the Service Division, Department of Finance was made by Mr. Bledsoe, seconded by Ms. Caldwell, and unanimously approved by the commission.

**Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for Wednesday, October 29, 2008, at 10:00 a.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 21, 2009.

Dr. Jakeman introduced Dr. Aaron Shapiro as Auburn's newly hired professor who will be teaching public history courses. He will serve as an alternate representative on the commissions.

Dr. Bridges declared the meeting adjourned at 10:47 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission