

MINUTES
STATE RECORDS COMMISSION
October 27, 2004

The State Records Commission met on Wednesday, October 27, 2004, at 10:00 a.m. in the conference room at the Alabama League of Municipalities. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Greg Dorr, representing the University of Alabama; Jeff Jakeman, representing Auburn University; Eliza Marshall, representing the Secretary of State; Bill Morrison, representing the Department of Revenue; Alyce Robertson, representing the Attorney General; and Gail Traylor, representing the Examiner of Public Accounts. Also present were Christy Baynes, representing the Board of Examiners of Assisted Living Administrators; Joe Dossett, representing the Department of Conservation; Hugh Evans, Marie Malinowski, and James Sumner, Jr., representing the Ethics Commission; Allen Peaton, representing the Department of Youth Services; Debbie Marcus, representing Bessemer State Technical College; Gary Dees, representing Enterprise-Ozark Community College; Sherrie Hooks, representing Jefferson Davis Community College; Gloria Riley and Deborah Moody, representing Lurleen B. Wallace State Junior College; and Ruth Owens, representing Reid State Technical College. Visitors present included ADAH volunteer Judith McCune, Doug Lunsford of State Personnel, and Jason Reynolds from the Department of Transportation.

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, and welcomed those present.

A motion to accept the minutes of the July 21, 2004, meeting was made by Gail Traylor and seconded by Greg Dorr. The minutes were unanimously approved.

Old Business

- Update on the position of the University of Alabama System regarding Annual RDA Implementation Report:

Tracey Berezansky informed the commission that a November 17 meeting date has been scheduled for ADAH staff members and University officials to discuss and develop annual RDA implementation reporting procedures. The commission will be updated on the status of this meeting at its January meeting.

- Update on the Interdepartmental Agreement with the Department of Transportation (DOT):

Ms. Berezansky reminded the commission about an agreement between ADAH and the Department of Transportation whereby the ADAH has agreed to hire and train, on behalf of DOT, an archivist to manage the voluminous records created by the agency. The position announcement was made by State Personnel, and three names were added to the Archivist Senior register. The interview process will begin soon, and we hope to have the position filled before the year's end.

- Draft RDA for the State Ethics Commission (memo attached):

At its meeting on July 21, 2004, the State Records Commission reviewed the draft RDA created for the State Ethics Commission and could not reach a decision on the value and retention of the Statement of Economic Interests filed by state/local government employees and elected officials. Several members of the commission asked for additional time to discuss the matter with their supervisors and colleagues before making a final determination. The commission decided to postpone its final decision until this meeting.

Since the July meeting, staff conducted follow-up contacts with members of the commission and staff of the State Ethics Commission and have outlined the recommended retentions as set out in the memorandum dated October 18, 2004.

After discussing the statements of economic interests filed by elected/appointed officials, Alyce Robertson moved to amend the records series description to read as follows:

Statements of Economic Interests filed by **State** Elected/Appointed Officials
and Agency Heads.
Disposition: Permanent Record

The motion was seconded by Eliza Marshall, and was unanimously approved by the commission.

Further discussion ensued concerning the statement of economic interests filed by other state/local government employees. James Sumner, Director of the Ethics Commission, recommended a three year retention for this series while commission member Ms. Robertson of the Attorney General's office preferred a five year retention of the series in compliance with the federal statute of limitations.

A motion was made by Ms. Robertson to amend the retention to read as follows:

Statements of Economic Interests.
Disposition: Temporary Record. Retain **4** years after the end of the year
in which the records were created.

The motion was seconded by Jeff Jakeman, and was unanimously approved by the commission.

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 Octobers. Agencies that submitted reports are: Board of Examiners of Assisted Living Administrators, Alabama State Bar, Alabama State Board of Chiropractic Examiners, Alabama Department of Conservation and Natural Resources, Alabama Board of Cosmetology, Board of Licensure for Professional

Engineers and Land Surveyors, Department of Examiners of Public Accounts, Department of Finance-Division of Printing and Publications, Alabama Board of Heating & Air Conditioning Contractors, Department of Labor, Alabama Board of Pardons and Paroles, State Pilotage Commission, Alabama Board of Podiatry, Alabama State Board of Public Accountancy, Alabama Real Estate Appraisers Board, Board of Social Work Examiners, Department of Veterans Affairs, and the Board of Veterinary Medical Examiners. In addition to the agencies set out above, the following colleges in the Alabama College System submitted records management activity reports: Athens State University, Bessemer State Technical College, Beville State Community College, Bishop State Community College, Calhoun Community College, Drake State Technical College, Enterprise-Ozark Community College, Faulkner State Community College, Gadsden State Community College, George Corley Wallace State Community College, Ingram State Technical College, Jefferson Davis Community College, Jefferson State Community College, Lawson State Community College, Northeast Alabama Community College, Northwest-Shoals Community College, Reid State Technical College, Shelton State Community College, Snead State Community College, Southern Union State Community College, Trenholm State Technical College, and Wallace Community College.

Agencies and colleges that have not yet submitted reports are: Board of Licensure for Professional Geologists, Alabama Historical Commission, Alabama State Board of Registration for Interior Design, Alabama Licensure Board for Interpreters and Translators, Board of Massage Therapy, Bureau of Tourism and Travel, Alabama Southern Community College, Central Alabama Community College, Chattahoochee Valley Community College, Lurleen B. Wallace Community College, and Wallace State Community College.

Richard Wang pointed out that failure of some colleges to submit their annual reports was because of their busy schedule with fall enrollment and shortage of personnel. He suggested changing the deadline for annual reporting for colleges from October to either July or January.

Dr. Bridges asked Gail Traylor of the Examiners of Public Accounts if examiners reviewed compliance on annual RDA implementation reports as part of the compliance audit. Ms. Traylor was sure that her office reviewed for compliance with RDA development, but was not sure if they checked to see if an annual report was filed by the agencies they audit. Ms. Traylor agreed to further investigate this matter.

Records Disposition Authorities (Minor Revision)

- Department of Human Resources (memorandum attached):

A motion to approve the RDA revision as presented was made by Bill Morrison and seconded by Greg Dorr, and was unanimously approved by the commission.

- Auburn University (memorandum attached):

Tracey Berezansky asked the commission to consider a special request, which was not on today's agenda, from Auburn University with respect to a one time destruction of Preliminary Institutional Research Database Reports which are not listed in the current University RDA. Ms.

Berezansky stated the University RDA is scheduled for revision soon and this records series will be added to the RDA when revised.

A motion to approve the destruction request from Auburn University was made by Dr. Jakeman and seconded by Ms. Traylor, and was unanimously approved by the commission.

Records Disposition Authorities (Major Revision)

- Department of Youth Services:

A motion to approve the RDA revision as presented was made by Ms. Traylor and seconded by Ms. Marshall, and was unanimously approved by the commission.

Records Disposition Authorities (New)

- Governor's Office of Faith Based and Community Initiatives:

A motion to approve the RDA as presented was made by Dr. Dorr, and seconded by Dr. Jakeman, and was unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for 10:00 a.m., on Wednesday, January 26, 2005. For planning purposes, the April meeting of the commission is scheduled for Wednesday, April 27, 2005, unless the new wing open house activities conflict.

The meeting was adjourned at 10:42 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission