

**MINUTES**  
**STATE RECORDS COMMISSION**  
**July 27, 2011**

The State Records Commission (SRC) met on Wednesday, July 27, 2011, 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; Reagan Grimsley, representing Auburn University; Dwan Mason, representing the Department of Revenue; Ed Packard, representing the Secretary of State; and Roy Watson, representing the Examiners of Public Accounts. Also present were Joseph van Zandt of the Attorney General's Office; Billy Phillips and Kenyetta Simmons of the Department of Revenue; and Kathy Maddox of the Alabama Family Trust Board.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, Frank Brown, and Christine Garrett.

Ed Bridges called the meeting to order at 10:00 a.m. He confirmed the presence of a quorum 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.

Richard Wang requested that the agenda be revised to include, under New Business, a memorandum regarding the closing of the Agricultural Center Board and the transfer of its permanent records to the Department of Archives and History. A motion to adopt the revised agenda was made by Reagan Grimsley and seconded by Dwan Mason. The motion was unanimously approved.

A motion to approve the minutes of the April 27, 2011, meeting was made by Reagan Grimsley and seconded by Bill Garrett. The minutes were approved by a unanimous vote.

**New Business**

- Summary Report on the General Records Liaison Training Held on April 29, 2011 (copy attached)

Tracey Berezansky gave a brief synopsis on the state records liaison training held on April 29. Due to the tornado outbreak the week of the training, some agencies' liaisons were unable to attend. The Archives will hold makeup of the April training in October for those liaisons unable to attend the earlier training. In addition, the Archives plans to make the training an annual event with updated information each year. Ed Bridges stated the training provided an opportunity for liaisons to provide feedback to the Archives. Commission members Dwan Mason and Ed Packard both attended the training and found it insightful, as they received more in-depth knowledge about records management.

- Agency Annual RDA Implementation Monitoring Reports (copy attached)

Richard Wang reported that thirty-three state agencies were scheduled to submit their annual RDA implementation monitoring reports to the commission this quarter. Twenty-four agencies submitted

their reports. A summary report, outlining the records management activities of agencies with RDAs approved in previous July, was presented included in the meeting packet for commission review.

Agencies that submitted reports are: Department of Archives and History; State Records Commission/Local Government Records Commission; Licensing Board for General Contractors; Alabama Board of Medical Examiners/Medical Licensure Commission; Department of Rehabilitation Services; Alabama School of Mathematics and Science; Department of Insurance; Alabama State Board of Occupational Therapy; Alabama Alcoholic Beverage Control Board; Home Builders Licensure Board; Alabama Peace Officers Standards and Training Commission; Board for Registration of Architects; Board of Examiners in Counseling; Alabama Criminal Justice Information Center; Department of Public Safety; Alabama Surface Mining Commission; Alabama Public Library Service; Department of Forensic Sciences; Alabama Onsite Wastewater Board; Alabama Electronic Security Board of Licensure; Alabama Department of Transportation; Board of Prosthetists and Orthotists; Legislative Reference Service; and Alabama State Council on the Arts.

Agencies that have not yet submitted reports are: Alabama Medicaid Agency; Senior Citizens Hall of Fame; Board of Examiners of Landscape Architects; Board of Home Medical Equipment Services Providers; Alabama Emergency Management Agency; Alabama State Board of Respiratory Therapy; Division of Purchasing (Department of Finance); Soil and Water Conservation Committee; and Board of Court Reporting.

- Agricultural Center Board Closing and Permanent Records Transmittal (copy attached)

Richard Wang informed the commission members that the Agricultural Center Board will be ceased for operation on July 29, 2011. Richard and Christine Garrett visited the board on July 25 to identify its permanent records to be transferred to the Archives. The Department of Public Examiners will conduct a final audit this week. After the audit, Richard and Christine will visit the agency to help its staff with destruction of obsolete records. A corporation will assume the board's control over Garrett Coliseum.

### **Old Business**

- Ban on College Records Destruction Lifted (copy attached)

Richard Wang informed the commission members that the ban on obsolete records destructions by community colleges ended in April. The Department of Postsecondary Education notified all community colleges of the ban's end. Richard also sent a memo to the community colleges informing them that they could start to implement the College RDA by destroying their obsolete records.

### **Records Disposition Authorities** (Revision)

- Department of Public Safety (copy attached)

Tracey Berezansky said the main issue is the agency has a number of old microfilms on Driver License/Non-Driver Identification Files that agency staff cannot access due to technological

obsolescence. The agency has not needed to access these records since the RDA was approved and implemented. Richard Wang stated that the original 85-year retention requirement assigned to this series was set by the agency to correspond to a DUI law; however, the agency's legal division could not find the DUI law in question. The commission discussed the historical value of the records and determined that the information contained in the records can readily be found in other records, such as censuses and phone books. The only information that cannot be found are the photographs which were not part of the records until the 1980s. Tracey Berezansky suggested the Archives staff discuss this concern with staff of the Department of Public Safety.

A motion to approve of the RDA revision was made by Ed Packard and seconded by Dwan Mason. The motion was unanimously approved.

- Department of Revenue (copy attached)

Richard Wang introduced two representatives from the Department of Revenue. He stated that the four records series were missed in the earlier revision.

A motion to approve of the RDA revision was made by Bill Garrett and seconded by Reagan Grimsley. The motion was unanimously approved.

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

- Alabama Family Trust Board (copy attached)

Richard Wang introduced Kathy Maddox, who represented the board to the meeting.

A motion to approve the RDA was made by Dwan Mason and seconded by Ed Packard. The motion was unanimously approved.

#### **Dates for Future Meetings**

The next meeting of the State Records Commission is tentatively scheduled for Wednesday, October 26, 2011, at 10:00 a.m. The January meeting of the commission is scheduled for Wednesday, January 25, 2011.

Dr. Bridges declared the meeting adjourned at 10:23 a.m.

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Christine Garrett, Government Records Division Archivist  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission