

AGENDA
STATE RECORDS COMMISSION
October 28, 2009 -- 10:00 A.M.

- I. Welcome** - Edwin C. Bridges, Chairman
- II. Acknowledgment of Notification about Meeting**
- III. Acknowledgment of Quorum**
- IV. Approval of Agenda**
- V. Minutes of July 22, 2009 meeting**
- VI. Old Business**
 - 1. Revised Procedural Leaflet: Guidelines for Taking and Preserving Formal Meeting Minutes
- VII. New Business**
 - 1. Special One-Time Obsolete Records Destruction Request from the State Military Department
 - 2. Agency Annual RDA Implementation Monitoring Reports
- VIII. Records Disposition Authorities (New)**
 - 1. Alabama Board of Adjustment
 - 2. Governor's Office on Disability
 - 3. Information Services Division, Department of Finance
- IX. Dates for Future Meetings**

(Confirm January 27, 2010 meeting; set up April 29, 2010 meeting)
- X. Adjournment**