

MINUTES
STATE RECORDS COMMISSION
January 23, 2008

The State Records Commission met on Wednesday, January 23, 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; Bill Garrett, representing the Attorney General; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; and Adam Thompson, representing the Secretary of State. Also present were Lloyd Moore of the Alabama Credit Union Administration; Brittany DuBose of the Department of Homeland Security; Karen McGuire and Bradford Williams of the State Health Planning and Development Agency; Doug Lunsford of the State Personnel Department; Dwan Mason of the Department of Revenue; Damon Eubanks of Calhoun Community College; Erica Portis-Turner of J. F. Ingram State Technical College; and Gwen Patton of Trenholm State Technical College.

Government Records staff members present included Tracey Berezansky, Richard Wang, 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. Dr. Bridges acknowledged Adam Thompson of the Secretary of State's Office, who was Ed Packard's alternate representative for the meeting. In his opening remarks, Dr. Bridges summarized the purpose, responsibility, and composition of the commission, and welcomed those present.

A motion to accept the agenda was made by Gail Traylor, and seconded by Bill Garrett. The motion was unanimously approved.

A motion to approve the minutes of the October 24, 2007, meeting was made by Mr. Garrett, and seconded by Yolanda Caldwell. The minutes were approved by a unanimous vote.

Old Business

- Office of the Governor - Retention of Extradition Records (copy attached):

This item of business was tabled at the October meeting in order to allow time for ADAH's Government Records Division archivist to review and reappraise the records in order to determine if any of the records slated for destruction might be of historical significance. Dr. Richard Wang outlined his and Alden Monroe's findings in the attached memorandum to the commission dated November 9, 2007.

Because the records were determined to be routine in nature, a motion to approve the revision request of its retention schedule by the Governor's Office was made by Adam Thompson, seconded by Ms. Caldwell, and unanimously approved by the commission.

New Business

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

Richard Wang reported that 30 state agencies, along with all the state's colleges and universities were scheduled to submit annual implementation this quarter. Dr. Wang pointed out that records destruction totals for the colleges were significantly lower this year because of Post Secondary's freeze on destroying records pending an ongoing investigation. Dr. Wang also stated that the Building Commission had updated its initial report by adding the destruction of 366 cubic feet of records.

Staff members provided the commission with a summary report outlining the records management activities of those agencies, colleges and universities with RDAs approved in previous Januarys. Agencies that submitted reports are: Office of the Attorney General, State Building Commission, Cahawba Advisory Committee, Board of Examiners for Dietetic/Nutrition Practice, Alabama Department of Environmental Management, Executive Planning Office (Department of Finance), Farmers Market Authority, Hearing Instrument Dealers Board, Alabama Department of Homeland Security, Indian Affairs Commission, Department of Industrial Relations, Alabama Institute for the Deaf and Blind, Lieutenant Governor's Office, Board of Nursing, Board of Pharmacy, State Planning and Development Agency, Plumbers and Gas Fitters Examining Board, Public Service Commission, Department of Revenue, Department of Senior Services, Office of the State Auditor, Alabama Supercomputer Authority, Office of State Treasurer, Department of Youth Services, Alabama Southern Community College, Athens State University, Beville State Community College, Bishop State Community College, Calhoun Community College, Central Alabama Community College, Drake State Technical College, Enterprise-Ozark Community College, Faulkner 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, Lurleen B. Wallace Community College, Northeast Alabama Community College, Northwest-Shoals Community College, Reid State Technical College, Shelton State Community College, Snead State Community College, Trenholm State Technical College, Wallace Community College, Alabama State University, Auburn University, Auburn University at Montgomery, Jacksonville State University, Troy University, University of Alabama, University of Alabama at Birmingham, University of North Alabama, and University of South Alabama.

Agencies that have not yet submitted reports are: Capitol Complex Security Office, Board of Dental Examiners of Alabama, Department of Economic and Community Affairs, State Employees Insurance Board, Board of Funeral Services, Securities Commission, Chattahoochee Valley Community College, Gadsden State Community College, Southern Union State Community College, Wallace State Community College, Alabama A&M University, University of Alabama in Huntsville, University of Montevallo, and the and University of West Alabama.

Dr. Gwen Patton of Trenholm State Technical College expressed her appreciation and thanks to Tracey Berezansky and Dr. Wang for their recent assistance in helping her to identify records housed at the college that were eligible for destruction.

Records Disposition Authorities (Revisions)

- Alabama Credit Union Administration (copy attached):

A motion to approve the RDA revision for the Alabama Credit Union Administration was made by Ms. Traylor, seconded by Mr. Garrett, and unanimously approved by the commission.

- Alabama Department of Public Health (copy attached):

A motion to approve the RDA revision for the Alabama Department of Public Health was made by Ms. Caldwell, seconded by Mr. Thompson, and unanimously approved by the commission.

Records Disposition Authorities (New)

- Alabama Music Hall of Fame Board (copy attached):

A motion to approve the RDA for the Alabama Music Hall of Fame Board was made by Ms. Traylor, seconded by Mr. Thompson, and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for Wednesday, April 23, 2008, at 10:00 a.m. For planning purposes, the July meeting of the commission is scheduled for Wednesday, July 23, 2008.

Dr. Bridges declared the meeting adjourned at 10:18 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission