

MINUTES
STATE RECORDS COMMISSION
January 28, 2009

The State Records Commission met on Wednesday, January 28, 2009, 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; Reagan Grimsley, representing Auburn University; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; Ed Packard, representing the Secretary of State; and John Giggie, representing the University of Alabama. Also present were Ed Wesson of the Agricultural Center Board, Mark Anderson and Sherry Meek of the Alabama Department of Environmental Management, Karen McGuire and Brad Williams of State Health Planning and Development Agency, Doug Lunsford of State Personnel, and Dwan Mason of the Department of Revenue.

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, and welcomed those present.

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

A motion to approve the minutes of the November 5, 2008, meeting was made by Mr. Bledsoe and seconded by Gail Traylor. The minutes were approved by a unanimous vote.

Old Business

- Commission Issues Proposed for Legislative Action (Update)

Dr. Bridges reported that staff are continuing to work on defining proposed changes to laws affecting the two records commissions and other public records issues. The latter may be more complex than originally thought, due to the impact of electronic records. After consultation with the Legislative Reference Service, we hope to have draft legislation ready to present to the commissions at their summer meetings.

New Business

- Dale County Department of Health (copy attached):

A memo detailing a recent fire as well as termite damage, which resulted in the loss of approximately 160 cubic feet of Dale County Health Department's records, was provided to commission members for reference.

- Nomination for the State Records Commission Annual Award (copy attached):

Richard Wang reported that the commission received a nomination form for its annual award in archival

preservation and/or records management program from the Department of Transportation (DOT). After reviewing DOT's application and visiting its facility to see the agency's accomplishments in erecting a records management office and implementing a records management program, staff recommended the 2008 award be presented to the Department of Transportation.

A motion to accept the Department of Transportation as the 2008 award recipient was made by Mr. Bledsoe, seconded by Yolanda Caldwell, and unanimously approved by the commission.

Tracey Berezansky informed the commission that a governor's certificate will be awarded to DOT at the April meeting. In addition, a letter from Dr. Bridges will be sent to the award recipient and a press release mailed to Alabama newspapers.

Dr. Bridges complimented the agency for its hard work in implementing its records preservation and management program.

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

Dr. Wang reported that 31 state agencies, along with all the state's colleges and universities were scheduled to submit annual implementation monitoring reports this quarter. Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Januarys. Agencies that submitted reports are:

Agencies that submitted reports are: Office of the Attorney General, Cahawba Advisory Committee, Board of Examiners for Dietetic/Nutrition Practice, Alabama Department of Environmental Management, Executive Planning Office (Department of Finance), Farmers Market Authority, Board of Funeral Services, 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, Alabama Music Hall of Fame, Board of Nursing, Board of Pharmacy, State Planning and Development Agency, Plumbers and Gas Fitters Examining Board, Public Service Commission, Department of Revenue, Securities Commission, Department of Senior Services, Office of State Treasurer, Alabama Supercomputer Authority, Department of Youth Services, Alabama Southern Community College, Athens State University, Beville State Community College, Central Alabama Community 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, Lurleen B. Wallace Community College, Northeast Alabama Community College, Northwest-Shoals Community College, Shelton State Community College, Snead State Community College, Trenholm State Technical College, Wallace Community College, Auburn University, Auburn University at Montgomery, Jacksonville State University, Troy University, University of Alabama at Birmingham, University of Alabama in Huntsville, University of Alabama System (Tuscaloosa), University of North Alabama, and University of South Alabama.

Agencies that have not yet submitted reports are: State Building Commission, Capitol Complex Security Office, Board of Dental Examiners of Alabama, Department of Economic and Community Affairs, State Employees Insurance Board, Office of the State Auditor, Bishop State Community College, Calhoun Community College, Chattahoochee Valley Community College, Drake State Technical College, Gadsden State Community College, Lawson State Community College, Reid State Technical College, Southern Union State Community College, Wallace State Community College, Alabama A&M University, Alabama State University, University of Montevallo, and the University of West Alabama.

Records Disposition Authorities (Minor Revisions)

- Alabama Department of Archives and History and State Health Planning and Development Agency (copies attached):

A motion to approve the RDA revisions as presented for the Alabama Department of Archives and History and State Health Planning and Development Agency was made by Mr. Bledsoe, seconded by Dr. Giggie, and unanimously approved by the commission.

Records Disposition Authorities (New)

- Agricultural Center Board (copy attached):

A motion to approve the RDA as presented for the Agricultural Center Board was made by Ms. Traylor, seconded by Mr. Bledsoe, and unanimously approved by the commission.

- Governor's Commission on Physical Fitness and Sports (copy attached):

A motion to approve the RDA as presented for the Governor's Commission on Physical Fitness and Sports, 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, April 29, 2009, at 10:00 a.m. For planning purposes, the July meeting of the commission is scheduled for Wednesday, July 22, 2009.

Dr. Bridges declared the meeting adjourned at 10:20 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission