

MINUTES
STATE RECORDS COMMISSION
January 23, 2003

The State Records Commission met on Thursday, January 23, 2003, at 10:00 a.m. in the conference room at the League of Municipalities, 535 Adams Avenue, Montgomery, Alabama. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Kerry Brown, representing the Department of Revenue; Nancy Worley, Secretary of State; and Gail Traylor, representing the Examiner of Public Accounts. Also present were Stacey Sasser, representing the Farmers Market Authority; Eloise Josey, representing the Indian Affairs Commission; Neil Smart and Sam Tullie, representing the Department of Industrial Relations; Jim Pugh, representing the Securities Commission; and Linda Nelson and Anita Tatum, representing the Office of Voter Registration. Other visitors included Eliza Marshall of the Secretary of State's office; Doug Lunsford of State Personnel; and Susan Herr, student intern at Archives and History.

Government Records staff present included Tracey Berezansky, Richard Wang, Kerry Pond, Becky Lapczynski, Chris Davidson, Tom Turley, Frank Brown, Lyn Frazer, and Corlis Floyd.

Ed Bridges called the meeting to order and informed the commission that the agenda would be altered slightly awaiting the late arrival of commission member Nancy Worley, whose presence would constitute a quorum and allow the commission to proceed with official business.

The meeting continued with a discussion of informational agenda items as follows:

New Business

Update on Transmittal of Constitutional Officers' Permanent Records (copy attached):

Richard Wang reported that staff members had contacted all outgoing constitutional officers advising them of the proper procedures for transferring their permanent records to ADAH, and offering ADAH assistance as needed. So far, ADAH has received approximately 650 cubic feet of records. Dr. Bridges noted that, in addition to his official files, Governor Siegelman has also transferred some of his personal files (campaign records) to the Archives. Staff of the Archives will accession and process these files.

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 January. Agencies that submitted reports are: Alabama Department of Economic and Community Affairs, Office of the Attorney General, Office of State Auditor, Board of Dental Examiners of Alabama, Board of Examiners for Dietetic/Nutrition Practice, Hearing Instrument Dealers Board, Board of Pharmacy, Plumbers and Gas Fitters Examining Board, Department of Revenue, Securities Commission, Office of State Treasurer, Office of Voter Registration, Department of Youth Services, Alabama Department of Environmental Management, Public Services Commission,

Alabama Institute for the Deaf and Blind, Board of Nursing, Department of Senior Services, State Employees' Insurance Board, Farmers Market Authority, Board of Funeral Services, and Alabama Supercomputer Authority.

Chris Davidson gave the commission a brief overview of the activities over the past two years resulting in the development of the Public Universities' Records Disposition Authority being presented to the commission for approval later in this meeting.

Tracey Berezansky thanked representatives from the Department of Industrial Relations for their efforts in working with ADAH staff to update DIR's records schedules and completing a new RDA for the agency.

After the arrival of commission member Nancy Worley, Dr. Bridges introduced her as Alabama's newly elected Secretary of State; welcomed her to the commission; summarized the purpose, responsibility, and composition of the commission; and announced that the meeting would continue as set out in the agenda with the approval of the minutes.

Kerry Brown made motion to accept the minutes of the October 23, 2002, meeting. Gail Traylor seconded the motion. The minutes were unanimously approved.

Old Business

Legislative Reference Service (copy attached):

Richard Wang gave an update on the status of the Legislative Reference Service's records schedule revision. Ms. Traylor asked that approval of the revised schedule be tabled until commission members Jeff Jakeman and Alyce Robertson were present. Dr. Bridges agreed to revisit this matter at the April meeting.

New Business

Foreign Trade & Relations Commission (copy attached):

Richard Wang and Ms. Traylor gave the commission a brief background on the creation of the Foreign Trade & Relations Commission and of its purpose and function. They reported that the agency's functions were transferred to the Alabama Development Office (ADO) in 2001. The final audit of the agency has been completed by the Examiners of Public Accounts, and all necessary records have been transferred to ADO. Dr. Wang requested Commission approval for the disposition of agency records as described in the memorandum dated November 20, 2002.

A motion to approve the request for disposition of the records of the Foreign Trade & Relations Commission was made by Gail Traylor and seconded by Kerry Brown, and was unanimously approved by the commission.

Records Disposition Authorities (Minor Revisions)

Department of Revenue (copy attached):

A motion to approve the RDA as revised was made by Ms. Traylor and seconded by Secretary of State Worley, and was unanimously approved by the commission.

Records Disposition Authorities (New)

Cahaba Advisory Committee:

Mr. Brown made a motion to approve the RDA as presented. Ms. Traylor seconded the motion, and it was unanimously approved.

Indian Affairs Commission:

Ms. Traylor made a motion to approve the RDA as presented. Mr. Brown seconded the motion, and it was unanimously approved.

Department of Industrial Relations:

Mr. Brown made a motion to approve the RDA as presented. Ms. Traylor seconded the motion, and it was unanimously approved.

Public-Supported Universities:

Ms. Traylor made a motion to approve the RDA as presented. Mr. Brown seconded the motion, and it was unanimously approved.

The next meeting of the State Records Commission was tentatively scheduled for 10:00 a.m., on Friday, April 25, 2003, but other conflicting events are scheduled for the same day so another date will be considered and commission members will be contacted with the new date within a week of this meeting. For planning purposes, the July meeting of the commission is scheduled for Thursday, July 24, 2003.

The meeting was adjourned at 10:44 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission