

MINUTES
STATE RECORDS COMMISSION
April 29, 2009

The State Records Commission met on Wednesday, April 29, 2009, at 10:00 a.m. in the Milo Howard Auditorium 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; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; Rebecca Morris, representing the Secretary of State; and John Giggie, representing the University of Alabama. Also present were Robert Steinmetz and Amy Woolfolk of Calhoun Community College, Dwan Mason of the Department of Revenue, and Kelly Heath of State Personnel. Visitors present included Marshall County Probate Judge Tim Mitchell; Judge Don Davis, Chief Clerk Joe McEarchern, Assistant Chief Clerk Richard Johnson, Archivist Coll'ette King and retired Judge "Red" Noonan of the Mobile County Probate Office; Director Joe McInnes, Assistant Bureau Chief for Plans and Proposals Terry Robinson, and Archivist Chris Davidson of the Department of Transportation; and Elizabeth Utley, intern with the Attorney General's office.

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. 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 Rebecca Morris. The motion was unanimously approved.

A motion to approve the minutes of the January 28, 2009, meeting was made by Yolanda Caldwell and seconded by Bill Garrett. The minutes were approved by a unanimous vote.

New Business

- Presentation of Certificates of Recognition to Recipients of the Annual Awards of the State Records Commission and the Local Government Records Commission for Excellence in Records Management and Preservation

Dr. Bridges complimented the Alabama Department of Transportation, the Marshall County Preservation Society, and the Probate Court of Mobile County for their outstanding and excellent work in preserving and managing their records. Receiving a Governor's Certificate of Recognition on behalf of the Department of Transportation were Director Joe McInnes, Assistant Bureau Chief for Plans and Proposals Terry Robinson, and Archivist Chris Davidson. Marshall County Probate Judge Tim Mitchell accepted the certificate on behalf of the Marshall County Preservation Society, and Judge Don Davis, Chief Clerk Joe McEarchern, Assistant Chief Clerk Richard Johnson, Archivist Coll'ette King, and retired Judge "Red" Noonan received the certificate for Mobile County Probate Office.

- Agency Annual RDA Implementation Monitoring Reports (copy attached)

Richard Wang reported that 37 state agencies 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 Aprils. Agencies that submitted reports are: Department of Agriculture and Industries, Board of Athletic Trainers, Alabama State Board of Auctioneers, Department of Child Abuse and Neglect Prevention, Alabama Department of Children's Affairs, Commercial Mobile Radio Service Emergency Telephone Services Board, Alabama Credit Union Administration, Board of Dental Scholarship Awards, Alabama Drycleaning Environmental Response Trust Fund Board, State Board of Education/State Department of Education, Alabama Board of Electrical Contractors, Department of Finance–Division of Risk Management, Alabama State Board of Registration for Foresters, Geological Survey of Alabama, Alabama Commission on Higher Education, Jefferson County Department of Health, Judicial Inquiry Commission, Alabama Liquefied Petroleum Gas Board, Alabama Manufactured Housing Commission, Board of Examiners in Marriage and Family Therapy, Alabama Department of Mental Health and Mental Retardation, Board of Examiners of Nursing Home Administrators, State Oil and Gas Board, Board of Optometric Scholarship Awards, Alabama State Personnel Department, Board of Physical Therapy, Department of Post Secondary Education, Department of Public Health, Alabama Board of Examiners in Psychology, Real Estate Commission, and Alabama Sickle Cell Oversight and Regulatory Commission.

Agencies that have not yet submitted reports are: Alabama Crime Victims Compensation Commission, State Department of Human Resources, Board of Medical Scholarship Awards, Alabama Board of Optometry, St. Stephens Historical Commission, and Alabama Sports Hall of Fame.

In addition to the agencies listed above, Dr. Wang provided the commission with a summary report on the implementation of the RDA approved last April for the defunct State Tenure Commission.

Records Disposition Authorities (Minor Revisions)

- Alabama State Board of Chiropractic Examiners (copy attached)
- Department of Examiners of Public Accounts (copy attached)
- Alabama State Board of Registration for Foresters (copy attached)
- Alabama Board of Heating and Air Conditioning Contractors (copy attached)
- Alabama Public University System (copy attached)

A motion to approve RDA revisions as presented for the Alabama State Board of Chiropractic Examiners, the Department of Examiners of Public Accounts, the Alabama State Board of Registration for Foresters, the Alabama Board of Heating and Air Conditioning Contractors, and the Alabama Public University System was made by Mr. Garrett, seconded by Dr. Giggie, and unanimously approved by the commission.

Commission member Gail Traylor of the Examiners recused herself from this vote.

Records Disposition Authorities (Major Revisions)

- Alabama State Board of Social Work Examiners (copy attached)

A motion to approve the RDA revisions as presented for the Alabama State Board of Social Work Examiners was made by Mr. Garrett, seconded by Ms. Caldwell, and unanimously approved by the commission.

Records Disposition Authorities (New)

- Office of the Governor (copy attached)

A motion to approve the retention period of personnel files of the Governor's Office was made by Ms. Morris, seconded by Dr. Giggie, and unanimously approved by the commission.

- Mobile County Health Department (copy attached)

A motion to approve the RDA as presented for the Mobile County Health Department was made by Ms. Morris, 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, July 22, 2009, at 10:00 a.m. For planning purposes, the October meeting of the commission is scheduled for Wednesday, October 28, 2009.

Dr. Bridges declared the meeting adjourned at 10:27 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission