

**MINUTES**  
**STATE RECORDS COMMISSION**  
**October 24, 2007**

The State Records Commission met on Wednesday, October 24, 2007, 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; Joe Turrini, representing Auburn University; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; and Ed Packard, representing the Secretary of State. Also present was Dwan Mason, newly appointed records liaison for the Department of Revenue.

Government Records staff members present included Tracey Berezansky, Richard Wang, 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, he summarized the purpose, responsibility, and composition of the commission, and welcomed those present.

Richard Wang requested that the agenda for the meeting be amended to include a revision request by the Governor's Office of its Records Retention Schedule.

A motion to accept the amended agenda was made by Gail Traylor, and seconded by Matt Bledsoe. The motion was unanimously approved.

A motion to approve the minutes of the July 25, 2007, meeting was made by Ms. Traylor, and seconded by Yolanda Caldwell. The minutes were approved by a unanimous vote.

**New Business**

- Introduction of New Commission Member and Farewell to Dr. Turrini:

Dr. Bridges introduced Ed Packard to commission members as the newly appointed representative for the Secretary of State. Dr. Bridges also thanked Dr. Turrini for his service on the commission, and expressed best wishes to him in his new position at Wayne State University.

- New Electronic Records IT position:

Ms. Berezansky informed the commission that an increase in FY08 funding for the Archives will permit the hiring of an electronic archivist. This position will address the preservation and use of websites and other electronic records. Interviews have been conducted and plans are to have the new person on board in the very near future.

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

Dr. Wang reported that of the 28 state agencies due to report in October, 25 had submitted their reports.

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Octobers. Agencies that submitted reports are: Board of Examiners of Assisted Living Administrators, Alabama State Board of Chiropractic Examiners, Alabama Department of Conservation and Natural Resources, Board for Licensure for Professional Engineers and Land Surveyors, State Ethics Commission, Department of Examiners of Public Accounts, Governor's Office of Faith Based and Community Services, Board of Licensure for Professional Geologists, Alabama Board of Heating & Air Conditioning Contractors, Alabama Historical Commission, Alabama State Board of Registration for Interior Design, Joint Fiscal Committee/Legislative Fiscal Office, Department of Labor, Board of Massage Therapy, Alabama Board of Pardons and Paroles, State Pilotage Commission, Alabama Board of Podiatry, Alabama State Board of Public Accountancy, Department of Examiners of Public Accounts, Alabama Real Estate Appraisers Board, Office of the Secretary of State, Alabama Board of Examiners for Speech-Language Pathology and Audiology, Alabama State Bar, State Pilotage Commission, Board of Social Work Examiners, Bureau of Tourism and Travel, and Board of Veterinary Medical Examiners.

Agencies that have not yet submitted reports are: Board of Cosmetology, Alabama Licensure Board for Interpreters and Transliterators, and Department of Veterans Affairs.

#### **Records Disposition Authorities (Revisions)**

- Alabama Department of Archives and History (copy attached):  
Alabama State Bar (copy attached):  
Alabama State Board of Public Accountancy (copy attached):

A motion to approve the RDA revisions for the Alabama Department of Archives and History, the Alabama State Bar, and the Alabama State Board of Public Accountancy was made by Mr. Bledsoe, seconded by Ms. Caldwell, and unanimously approved by the commission.

- Revision of the Records Retention Schedule for the Office of the Governor (copy attached):

Dr. Wang presented the commission with a revision request of Records Retention Schedule No. S-1-29 for the Governor's Office, along with a copy of a letter from the Governor's Office Chief Legal Advisor recommending the retention of extraditions be changed from 75 years to 10 years. Dr. Wang further explained that 120 boxes of extraditions ranging from the 1970s to 1990s had been transferred to the State Records Center for temporary storage pending approval of this retention request.

Dr. Bridges expressed concern with respect to the possibility that some of the earlier extraditions might have historical significance and suggested that limited extraditions be selected and preserved for historical purposes. After a lengthy discussion by members, Tracey Berezansky offered to have staff conduct a sampling of the records and report their findings to the commission at its next meeting. Dr. Bridges proposed tabling this matter until the January meeting.

A motion to postpone action until January 2008 on the Governor's Office request for a revision of the retention of extraditions was made by Ms. Traylor, seconded by Mr. Bledsoe, and unanimously approved by the commission.

**Records Disposition Authorities** (New)

- Alabama Forestry Commission (copy attached):

A motion to approve the RDA for the Alabama Forestry Commission was made by Ms. Caldwell, seconded by Mr. Blesoe, and unanimously approved by the commission.

- Office of the President Pro Tempore of the Senate

A motion to approve the RDA for the Office of the President Pro Tempore of the Senate was made by Mr. Bledsoe, seconded by Ms. Traylor, and unanimously approved by the commission.

In order to clarify a previous ruling by the commission with respect to the permanent retention of meeting packet materials, Ms. Berezansky related a recent telephone conversation she had from a regulatory commission questioning its compliance requirements in retaining records containing confidential information. Ms. Berezansky explained that the retention of such materials required compliance by all agencies, boards, and commissions, although confidential information should be redacted prior to public access, or public access should be restricted for such records.

**Dates for Future Meetings**

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

Dr. Bridges declared the meeting adjourned at 11:03 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission