

**MINUTES**  
**STATE RECORDS COMMISSION**  
**January 26, 2011**

The State Records Commission met on Wednesday, January 26, 2011, 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; Reagan Grimsley, representing Auburn University; Rebecca Morris, representing the Secretary of State; Dwan Mason, representing the Department of Revenue; Gail Traylor, representing the Examiners of Public Accounts; and John Giggie, representing the University of Alabama. Also present were Ralph Pate and Gregory Humphrey of the Department of Labor's Boiler/Elevator Division, Chris Davidson of the Department of Transportation, Jason Swann of the Office of Prosecution Services, and Kenyetta Simons of the Department of Revenue.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, Frank Brown, Christine Garrett, and Monica Caldwell.

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.

Bill Garrett arrived at the end of this discussion.

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

A motion to approve the minutes of the October 27, 2010, meeting was made by Gail Traylor and seconded by Dwan Mason. The minutes were approved by a unanimous vote.

**New Business**

- Updates on Permanent Records Acquisition at the end of the Quadrennium (copy attached)

Richard Wang gave a brief report on the transfer of constitutional officers' and departments' permanent records at the end of the quadrennium. Thus far, about 280 cubic feet of records have been transferred to the Archives with more expected.

In conjunction with the quadrennium acquisition, the Archives started to work in 2010 with six other states in implementing a research project, known as the PeDALS project, that would collect, process, and make available online permanent records in electronic format. Christine Garrett gave a brief summary of the PeDALS project and discussed three of the series which will be ingested into the PeDALS systems. A handout further detailing the project and series to be ingested was included in the packet.

- Nomination for State Records Commission Annual Awards (2011) (copy attached)

Richard Wang stated he had received only one eligible application for the award. After summarizing the Attorney General's Office's records program, Dr. Wang suggested the office receive the award. A motion to approve the SRC annual award for the Attorney General's Office was made by Gail Taylor, seconded by Rebecca Morris, and unanimously approved.

- Proposed Changes to Sections of Code of Alabama relating to Records Commissions (copy attached)

Tracey Berezansky summarized proposed changes to the Code of Alabama in regards to the State Records Commission. One change would allow members of the commission to designate one of their staff members to represent them at meetings. Another change would reduce the required number of commission meetings from four to two each year or more as called by chairman. The final change discussed was the possible change of commission membership to include a representative from the Department of Finance.

- Agency Annual RDA Implementation Monitoring Reports (copy attached)

Richard Wang reported that 34 state agencies, 26 community colleges, and 13 universities were due to submit their annual RDA implementation monitoring reports to the commission this quarter. A summary report outlining the records management activities of those agencies with RDAs approved in previous Januaries was presented in the meeting packet to the commission for review. Dr. Wang reported that twenty-one agencies, eighteen community colleges, and six universities had submitted their reports. Dr. Wang said fewer agencies had submitted reports due to changes in staffing at the end of the quadrennium.

Agencies that submitted reports are: Office of the Attorney General; Board of Pharmacy; Department of Revenue; Office of State Treasurer; Department of Youth Services; Department of Environmental Management; Board of Nursing; Department of Senior Services; State Employees' Insurance Board; Farmers Market Authority; Alabama Super Computer Authority; Indian Affairs Commission; Department of Industrial Relations; Lieutenant Governor's Office; Alabama Department of Homeland Security; State Building Commission; State Health Planning and Development Agency; Executive Planning Office (Department of Finance); Alabama Music Hall of Fame; Agricultural Center Board; and Commission on Physical Fitness.

Agencies that have not yet submitted reports are: Alabama Department of Economic and Community Affairs; Office of the State Auditor; Board of Dental Examiners of Alabama; Hearing Instrument Dealers Board; Plumbers and Gas Fitters Examining Board; Securities Commission; Public Services Commission; Alabama Institute for the Deaf and Blind; Board of Funeral Services; Cahawba Advisory Committee; Capitol Complex Security Office (Department of Finance); and Armory Commission of Alabama.

Community colleges that submitted reports are: Athens State University; Beville State Community College; Calhoun Community College; Drake State Technical College; Enterprise-Ozark Community College; Faulkner State Community College; Gadsden State Community College; George Corley Wallace State Community College (Selma); Ingram State Technical College; Jefferson Davis Community College; Jefferson State Community College; Lurleen B. Wallace

Community College; Northwest-Shoals Community College; Shelton State Community College; Southern Union State Community College; Trenholm State Technical College; Wallace Community College (Dothan); and Wallace State Community College (Hanceville).

Community colleges that have not yet submitted reports are: Alabama Southern Community College; Bishop State Community College; Central Alabama Community College; Chattahoochee Valley Community College; Lawson State Community College; Northeast Alabama Community College; Reid State Technical College; and Snead State Community College.

Universities that submitted reports are: Alabama State University; Auburn University; Jacksonville State University; University of Alabama System (University of Alabama in Tuscaloosa); University of North Alabama; and University of South Alabama.

Universities that have not yet submitted reports are: Alabama A&M University; Auburn University at Montgomery; Troy University; University of Alabama System (University of Alabama at Birmingham); University of Alabama System (University of Alabama in Huntsville); University of Montevallo; and University of West Alabama.

#### **Records Disposition Authorities** (Revision)

Ed Bridges suggested the commission follow normal procedures for approval of RDA revisions and vote on the revisions as a group instead of individually. The commission members concurred with his suggestion.

- Board of Heating, Air Conditioning, and Refrigerator Contractors (minor) (copy attached)
- Department of Labor (major) (copy attached)

Richard Wang introduced the representatives from the Department of Labor's Boiler/Elevator Division, Ralph Pate and Gregory Humphrey.

- Department of Transportation (minor) (copy attached)

Richard Wang introduced Chris Davidson, the representative from the Department of Transportation.

A motion to approve the RDA revisions was made by Rebecca Morris, seconded by Reagan Grimsley, and unanimously approved by the commission.

#### **Records Disposition Authorities** (New)

- Alabama Fire College and Personnel Standards Commission (copy attached)

A motion to approve the RDA was made by Dwan Mason, seconded by John Giggie, and unanimously approved by the commission.

- Office of Prosecution Services (copy attached)

Ed Bridges explained the Office of Prosecution Services (OPS) is an interesting combination of a private entity that also has a public function and receives state funds. Jason Swann, the OPS's representative at the meeting, spoke briefly to thank the Archives staff members for their hard work on getting the RDA created.

A motion to approve the RDA was made by Gail Traylor, seconded by Bill Garrett, and unanimously approved by the commission.

### **Other Business**

Ed Bridges invited commission members to attend a half hour informational meeting to discuss the history of the State and Local Government Records Commissions and a review of the background of some of the general approaches and practices that have evolved over the last thirty years.

### **Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for Wednesday, April 27, 2011, at 10:00 a.m. The July meeting of the commission is scheduled for Wednesday, July 27, 2011.

Dr. Bridges declared the meeting adjourned at 10:25 a.m.

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Christine Garrett, Government Records Division Archivist  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission