

## **Special Records Disposition Authority (RDA) or RDA Revision That Apply to All State Agencies/Colleges/Universities:**

- 1. Printouts of acknowledgment from the Secretary of State Relating to notices of meetings posted by state agencies  
Disposition: Temporary Record. Retain 3 years.**
- 2. Records documenting the bid process, including requests for proposals and unsuccessful responses**
  - a. Original bid records maintained in the purchasing office of the agency for contracts over \$15,500  
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.**
  - b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)  
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened.**

### **3. Meeting Agendas, Minutes, and Packets**

**To better address and define the scope and preservation of official records of formal meetings held by state government entities in Alabama, the State Records Commission issued the following additional guidelines at its quarterly meeting on July 25, 2007 for all state agencies, colleges, and public-supported universities:**

**“Formal meeting minutes that have been approved by the State Records Commission for permanent preservation must include meeting agendas, approved and signed minutes, and meeting packets as distributed by staff members of the agency/board/commission for review and/or action by the agency/board/commission during the meeting. Meeting packets may include, but are not limited to, any resolution, ordinance, petition, report, exhibit, and other related supporting documents that were discussed or adopted at a meeting. Meeting agendas and packets should always be attached to the minutes and become part of the official record.”**

- 4. Honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by agency staff need not be retained as records under the disposition requirements in RDA.**

5. **Revision (underlined denote additions):**

Annual/Semiannual Inventory Lists

**Disposition: Retain in office. (Code of Alabama 1975, Section 36-16-8[1] and 41-1-6)**

6. **Please add this bullet/addition to your RDA (under Requirement and Recommendations for Implementing the Records Disposition Authority)**

- **An agency entering into a contract, grant agreement, or other agreement with any private entity to provide government services shall include provisions in said agreement describing the creation, security, accessibility, disposition, and custody of records created to satisfy the agreement. All records created in fulfillment of the contract are public records, as the contract is paid with public funds, and shall be deliverable to the contracting government entity. The contractor shall treat all deliverables under the contract as the property of the State of Alabama, or of the contracting state or local agency thereof, for which the agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest. In regard to records disposition, the agency is responsible for the final disposition, as stipulated in this RDA, of all records created under the contract; therefore, the contractor must return the records to the agency when the records' usefulness to the contractor and agency ceases.**