

**Alabama College System
Records Disposition Authority
Annual Implementation Report**

Year Covered	
College Name	
College Mailing Address	
Name of College Records Liaison	
Telephone Number	
E-mail	

I. Destruction of Obsolete Records:

Has your college destroyed obsolete records during the past year? *(Please check your answer)*

A. Yes

Total cubic feet of obsolete records destroyed by your college during the past year:

_____ cubic feet (approximately)

Please attach a copy of your college's destruction documentation from the past year if available. This documentation should include titles of records, size/volume of records, their date span, and the destruction dates.

B. No

Please state the reason(s) your college did not destroy obsolete records during the past year.

II. Agency General Records Management Activities

(If yes, please provide more detailed information on that activity)

- A. Do you think that the Alabama College System’s RDA is subject to revision because your college created/identified records not included on the current RDA or because retention requirements of certain records have been changed?

- B. Within the past year, has your college identified vital records? Yes No

Taken steps to protect vital records? Yes No

Do you have a disaster preparedness and recovery plan in place? Yes No

- C. Within the past year, has your college started or ceased reformatting records using digital imaging or microfilming?

Yes

No

- D. Has your college established a centralized location, with assigned personnel, for records management activities, including the preservation of permanent records?

Yes

No

- E. Within the past year, has your college maintained permanent records under proper intellectual control and in an environment that will ensure their physical order and preservation?

Yes

No

F. Within the past year, has your college created/revised college records management procedures/manual (which may cover management of paper records, microfilm, electronic records, and e-mail)?

