

# ANNUAL AGENCY RECORDS DISPOSITION AUTHORITY (RDA) IMPLEMENTATION REPORT

|                                       |  |
|---------------------------------------|--|
| <b>Year Covered</b>                   |  |
| <b>Agency Name</b>                    |  |
| <b>Name of Agency Records Liaison</b> |  |
| <b>Telephone Number</b>               |  |
| <b>Agency Web Site</b>                |  |

## **I. Agency General Records Management Activities:**

Please select 'yes' or 'no' to the following questions. If yes, please provide detailed information on that activity.

**A.** Has your agency received training about records management from staff of the Department of Archives and History or other sources?

Yes

No

**B.** Did your agency provide in-house training to staff members regarding RDA implementation procedures and/or other records management related issues?

Yes

No

**C.** Has your agency created/revised agency records management procedures/manual (which may cover management of and access to paper records, microfilm, electronic records, and E-mail) ?

Yes

No

**D.** Has your agency identified vital records? Taken steps to protect the vital records? Do you have a disaster preparedness and recovery plan in place?

Yes

No

**E.** Has your agency started or ceased reformatting records using digital imaging or microfilming?

Yes

No

**F.** Do you think that your agency's RDA is subject to revision because your agency ceased creating records listed on the current RDA or created/identified records not included on the current RDA?

Yes

No

**II. Destructions of Obsolete Records:**

Has your agency destroyed obsolete records during the past year?

**A. Yes**

1. Total cubic feet of obsolete records destroyed by your agency: \_\_\_\_\_ cubic feet  
(Please attach a copy of your agency's log of records destructions, including titles of records, media type [paper, computer file, microfilm, video/audio tapes], size/volume of records, their date span, and destruction dates).

2. Total cubic feet of obsolete records destroyed by the State Records Center: \_\_\_\_\_ cubic feet  
(Please contact the State Records Center at 334-242-4306 if you need information on this activity).

**B. No**

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

**III. Transfer of Permanent Records to the Archives:**

Has your agency transferred permanent records (as listed in your agency's RDA) to the Archives during the past year?

**A. Yes**

(Please attach copies of the Archival Records Transmittal Form(s) or a list of permanent records that were transferred to the Archives).

**B. No**

(Please state the reason(s) why your agency did not transfer any permanent records to the Archives during the past year).