

# Alabama Public University Records Disposition Authority Annual Implementation Report

Year Covered	
University Name	
University Website	
Name of University <u>Contact</u>	
Telephone Number	
E-mail	

**I. Destruction of Obsolete Records:**

Does the university have a records management program?

Yes                      No

If yes, please indicate the number of records destroyed last year:

\_\_\_\_\_ cubic feet

**II. General Records Management Activities**

A. Do you think that the Alabama Public University's RDA is subject to revision because the university created/identified records not included on the current RDA or because retention requirements of certain records have been changed?

B. Within the past year, are you aware of a project to identify the university's vital records? Or if steps have been taken to protect vital records?

Yes

No

C. Are you aware of a disaster preparedness and recovery plan for the university?

Yes

No

D. Within the past year, are you aware that the university started or ceased reformatting records using digital imaging or microfilming?

Yes

No

E. Within the past year, are you aware of any activities to place university records identified as 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, are you aware of any university activity to create/revise university records management procedures/manual (which may cover management of paper records, microfilm, electronic records, and e-mail)?

Yes

No

Additional Comments:

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