

MINUTES
STATE RECORDS COMMISSION
January 22, 2004

The State Records Commission met on Thursday, January 22, 2004, at 10:00 a.m. at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Lisa Dorr, representing the University of Alabama; Bill Garrett, representing the Attorney General; Jeff Jakeman, representing Auburn University; Eliza Marshall, representing the Secretary of State; Bill Morrison, representing the Department of Revenue; and Gail Traylor, representing the Examiner of Public Accounts. Also present were Scott Demick, representing the Alabama Department of Environmental Management; Doug Lunsford, representing the State Personnel Department; Linda Nelson, representing the Office of Voter Registration (defunct as of 2003); and Christopher Turner, representing the Lt. Governor.

Government Records staff members present included Tracey Berezansky, Richard Wang, Chris Davidson, Tom Turley, Frank Brown, and Corlis Floyd.

Ed Bridges called the meeting to order by summarizing the purpose, responsibility, and composition of the commission, welcomed those present, and introduced Lisa Dorr, who, along with her husband Greg Dorr, serves as a member of the commission, representing the University of Alabama.

A motion to accept the minutes of the October 24, 2003, meeting was made by Jeff Jakeman and seconded by Gail Traylor. The minutes were unanimously approved.

Old Business

- Review of the Proposed New RDA Implementation Reporting Form by the State Agency Advisory Committee:

Tracey Berezansky reported that a draft of the new RDA implementation reporting form was sent, as requested by the commission at its October meeting, to the State Agency Advisory Committee for review and comment. Richard Wang stated that nine members currently comprise the advisory committee and that all of them concurred with the contents of the form. One member suggested a space be added to include the telephone number and email address for each agency's records liaison.

A motion to approve the RDA implementation reporting form with the addition of the records liaison's telephone number and email address was made by Dr. Jakeman and seconded by Ms. Traylor, and was unanimously approved by the commission.

New Business

- Status of Records Created by the Tennessee Valley Exhibit Commission (TVEC):

Dr. Wang updated the commission on the status of the records from the recently dissolved

Tennessee Valley Exhibit Commission. Ms. Traylor reported that she contacted Misty Cook of the TVEC and arranged a trip to pick up the records. Ms. Traylor stated that she currently has possession of 12 banker's boxes of records and plans to transfer the records to the Archives staff for RDA implementation as soon as the Examiners of Public Accounts complete the final audit for the TVEC.

- Informational Leaflet: "Public Officials: Your Records Responsibilities and the Law" (revision):

A motion to approve the leaflet as revised was made by Ms. Traylor and seconded by Bill Garrett, and was unanimously approved by the commission.

- Agency Annual RDA Implementation Monitoring Reports (copy attached):

Ms. Berezansky informed the commission that recent legislation made the Office of Voter Registration a part of the Secretary of State's Office. Future RDA implementation reports for the Office of Voter Registration will be included in the Secretary of State's report after an RDA is developed for the Secretary of State. Ms. Berezansky also mentioned that the State Auditor's Office did not submit its report as requested, and that public supported universities began in this quarter to submit their first annual RDA implementation reports.

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in January. Agencies that submitted reports are: Office of the Attorney General, Office of State Auditor, Cahaba Advisory Committee, Alabama Institute for the Deaf and Blind, Board of Dental Examiners of Alabama, Board of Examiners for Dietetic/Nutrition Practice; Alabama Department of Economic and Community Affairs, State Employees' Insurance Board, Alabama Department of Environmental Management, Farmers Market Authority, Board of Funeral Services, Hearing Instrument Dealers Board, Indian Affairs Commission, Department of Industrial Relations, Board of Nursing, Board of Pharmacy, Plumbers and Gas Fitters Examining Board, Public Services Commission, Alabama Supercomputer Authority, Department of Revenue, Securities Commission, Department of Senior Services, Office of State Treasurer, Office of Voter Registration, and Department of Youth Services,

In addition to the agencies set out above, the following state universities submitted records management activity reports: Alabama A&M University, Auburn University, Auburn University at Montgomery, Jacksonville State University, University of North Alabama, University of South Alabama, University of West Alabama, Troy State University Dothan, and Troy State University Montgomery.

Dr. Jakeman noted the report stated the legal counsel for the University of Alabama System declined to send an annual report and asked about ADAH's response to this matter. Ms. Berezansky informed the commission that the university's legal counsel did not feel that the university falls under the jurisdiction of the State Records Commission, and that a letter was being drafted and would be sent to the university to further explain the position of the

commission. Discussion followed and the commission determined that the easiest way to determine the commission's authority was to request an attorney general's opinion.

A motion to obtain an attorney general's opinion was made by Bill Morrison and seconded by Dr. Jakeman, and was unanimously approved by the commission.

Records Disposition Authorities (Minor Revision)

- Addition of Agency Website Disposition to Approved RDAs for Agencies that were Due for Annual Review in January (copy attached):

A motion to approve the addition of the agency website records series to the RDA for the 13 agencies listed on the memorandum dated November 7, 2003, was made by Ms. Traylor and seconded by Eliza Marshall, and was unanimously approved by the commission.

Records Disposition Authorities (New):

- Lieutenant Governor's Office:

A motion to approve the RDA as presented was made by Mr. Garrett and seconded by Lisa Dorr, and was unanimously approved by the commission.

Dates for Future Meetings:

The next meeting of the State Records Commission is scheduled for 10:00 a.m., on Thursday, April 22, 2004. For planning purposes, the July meeting of the commission is scheduled for Thursday, July 22, 2004.

The meeting was adjourned at 10:33 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission