

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
April 18, 2003

The Local Government Records Commission met at 1:30 p.m. on April 18, 2003, at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Linda Barrontine, representing the Chief Examiner of Public Accounts; Kari Frederickson, representing the University of Alabama; Jeff Jakeman, representing Auburn University; Glenda Morgan, City Clerk for the City of Mobile; Alyce Robertson, representing the Attorney General, and Nancy Worley, Secretary of State. The only visitor present was Eliza Marshall of the Secretary of State's office.

Government Records staff present included Tracey Berezansky, Tom Turley, Frank Brown, Lyn Frazer, Richard Wang, Becky Lapczynski, and Corlis Floyd.

Ed Bridges called the meeting to order and welcomed those present.

Because of the initial lack of a quorum, Dr. Bridges elected to change the order of the meeting agenda to allow for the discussion of old business prior to the approval of the minutes of the last meeting.

Old Business

Loose Records Microfilming Program (copy attached):

Tom Turley gave the commission an update on the status of the loose records microfilming program and provided a written summary of project activities, along with a current map depicting the counties where projects are in various stages of development. Dr. Turley also provided the commission members with a copy (see attached) of the February issue of *State and Local Records News*.

Local Archives Development:

Lyn Frazer reported that a workshop was held in Mobile on April 3 during the Alabama Library Association's meeting entitled "Creating or Expanding a Local History Collection in a Public Library." ADAH staff members also visited a potential site for a local archives, where they offered advice for proper storage and preservation of the records, and reported on a meeting of the local archives roundtable held in February.

State Historical Advisory Board:

Frank Brown gave a status report on pending legislation to create a state historical records

advisory board. Mr. Brown stated that the bill had made it out of committee in both the House and Senate. The creation of this board would make it possible for local government agencies to apply for federal grants to assist with the proper storage and preservation of local historical records. The board would provide the oversight function required by law for agencies receiving federal NHPRC grants.

RDA for Health Care Authorities and Public Hospitals:

Dr. Bridges gave an update of the status of the RDA for health care authorities and public hospitals for some of the newest commission members who were not familiar with the reasons for the RDA's failure to be presented at previous commission meetings. After additional discussion of this matter, Alyce Robertson made a motion that the RDA be placed on the July commission agenda for consideration. Glenda Morgan seconded the motion, and it was unanimously approved.

Staff agreed to inform the Alabama Hospital Association of the commission's intention to act on the RDA at its July meeting.

A motion to approve the minutes of the October 23, 2002, meeting was made by Glenda Morgan and seconded by Linda Barrontine. The minutes were approved as submitted.

New Business

“Procedures for Implementing a Local Government Records Deposit Agreement” Leaflet (revision) (copy attached):

Jeff Jakeman suggested several minor textual revisions that the staff agreed to make. The changes are as follows:

On page 1, the second paragraph, add the parenthetical “(sample attached; see pp. 7-8),” to the last sentence following the word “Agreement.”

On page 2, 2.1 Finding Suitable Repositories, add “and contained in the checklist attached to this leaflet (pp. 9-12),” after the word “Commission” in the next to the last sentence.

On page 3, 2.2 Evaluating Candidate Repositories, at the beginning of the second sentence, add “For more information.”

On page 3, 3.1 Custody of Records, change to read as follows: “Generally, only physical custody of historical public records is transferred to the repository, as local government officials must retain legal custody of records they create. An exception may be made (as noted on p. 2) for records transferred to an officially designated local government archives that formally accessions them.”

Dr. Jakeman made a motion to approve the leaflet as amended. Alyce Robertson seconded the motion, and it was unanimously approved.

“Guidelines for the Preservation and Transfer of Agency Website Records” Leaflet (copy attached):

This leaflet was discussed at the State Records Commission’s meeting earlier today, and approval of the leaflet was postponed on account of suggestions made by commission members to contact Faye Boyd at ISD and other private IT personnel for additional comment. The LGRC agreed to revisit this agenda item at its July meeting.

Projected New RDAs and Staff Commission Support Review:

Tracey Berezansky informed the commission of a recent meeting between her and the local records staff to discuss short- and long-term objectives for the Local Government Records Commission. She encouraged commission members to offer any ideas or suggestions they might have to improve the effectiveness of the Local Government Records Commission. Ms. Berezansky stated that staff had discussed ideas to enhance the future of the local records program and continue its assistance to local government agencies. Future projects include pursuing the appointment of all mandated local government representatives to the commission, investigating the possibility of biannual meetings, reporting implementation, and developing an awards program for deserving local governments.

Records Disposition Authorities (revisions)

County Boards of Registrars :

Dr. Jakeman made a motion to approve the RDA as presented. Nancy Worley seconded the motion, and it was unanimously approved.

County Probate Offices:

On page 3-4, 1.06 Statement of Campaign Expenditures, change the disposition to read: Retain **10** years after date of filing.

During this discussion, Ms. Barrontine agreed that a three year audit period, instead of five years, should be a good thing to implement for local agencies.

Glenda Morgan made a motion to approve the RDA as amended. Ms. Robertson seconded the motion, and it was unanimously approved.

Local Law Enforcement Agencies:

Dr. Jakeman made a motion to approve the RDA as presented. Secretary of State Worley seconded the motion, and it was unanimously approved.

The next meeting of the Local Government Records Commission is tentatively scheduled for Tuesday, July 22, at 1:30 p.m. For planning purposes, the October meeting of the commission is scheduled for Thursday, October 23, 2003.

The meeting was adjourned at approximately 2:33 p.m.

Corlis Floyd, Secretary
Local Government Records Commission

Edwin C. Bridges, Chairman
Local Government Records Commission