

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
August 3, 2005

The Local Government Records Commission met at 1:30 p.m., on Wednesday, August 3, 2005, in the auditorium at the Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Linda Barrontine, representing the Examiner of Public Accounts; Lisa Dorr, representing the University of Alabama; Fran Hamilton, Madison County Tax Assessor; CaSandra Horsley, Winston County Judge of Probate; Ken Noe, representing Auburn University; and Alyce Robertson, representing the Attorney General. Visitors present included Joe Turrini, who will replace Jeff Jakeman as one of Auburn University's representatives on the commission.

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

Dr. Bridges informed the commission that it was one person short of a quorum, and that member Fran Hamilton had been delayed by traffic and would be arriving shortly. Pending her arrival, members engaged in brief discussion.

With Ms. Hamilton's arrival at 1:43 p.m. and the establishment of a quorum, the meeting began with approval of the minutes.

A motion to approve the minutes of the October 27, 2004, meeting was made by CaSandra Horsley and seconded by Alyce Robertson. The minutes were approved as submitted.

New Business

- Local Records Program Update:

Dr. Turley reported on the continued success of the loose records project stating that 37 counties had finished microfilming records, approximately 500 to 600 volunteers had participated in the project statewide, and that over 350 rolls of ADAH in-house records had been microfilmed.

In addition to the loose records project, Dr. Bridges noted that destructions of obsolete records from local hospitals had been phenomenal since the commission's approval of the RDA for health care authorities. Dr. Turley also reported on the development of local archives programs, particularly the establishment of the Baldwin County Archives.

Frank Brown updated the commission on the SHRAB (State Historical Records Advisory Board) legislation, stating that ADAH had been successful in getting the bill on the special order calendar the past two legislative sessions only to see it die on the calendar due to the problems with passage of the general fund budget.

- Records Commission Letterhead (copy attached):

Staff provided the commission with copies of two different designs for letterhead stationery for the commission to use when conducting official business.

A motion to approve the use of the letterhead depicting the Alabama Great Seal was made by Ms. Hamilton and seconded by Linda Barrontine, and was unanimously approved by the commission.

Records Disposition Authority

- County Commissions (major revision):

A motion to approve the RDA as presented was made by Ken Noe and seconded by Ms. Barrontine, and unanimously approved by the commission.

- County Probate Offices (major revision):

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

- Local Law Enforcement (major revision):

A motion to approve the RDA as presented was made by CaSandra Horsley and seconded by Ms. Hamilton, and unanimously approved by the commission.

- Municipalities (minor revision)(copy attached):

Dr. Turley explained that the memo distributed to the members asks for approval to include the budgeting records in the Municipal RDA. This item was inadvertently omitted. The records have been routinely approved on the RDAs for other jurisdictions. They “fall under the 2 years after audit requirement.” The records will be restored to the RDA as item 18.01.c:

A motion to approve the RDA revision as presented was made by Dr. Dorr and seconded by Ms. Barrontine, and unanimously approved by the commission.

Date of Next Meeting

The next meeting of the Local Government Records Commission is scheduled for Wednesday, October 26, 2005, at 1:30 p.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 25, 2006.

The meeting was adjourned at approximately 1:58 p.m.

Corlis Floyd, Secretary
Local Government Records Commission

Edwin C. Bridges, Chairman
Local Government Records Commission