

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
October 27, 2004

The Local Government Records Commission met at 1:30 p.m., on Wednesday, October 27, 2004, in the conference room at the Alabama League of Municipalities. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Mike Dean, Chairman of the Mobile County Commission; Greg Dorr, representing the University of Alabama; Fran Hamilton, Madison County Tax Assessor; Jeff Jakeman, representing Auburn University; William Joseph, Chairman, Montgomery County Commission; and Alyce Robertson, representing the Attorney General.

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

Dr. Bridges called the meeting to order by summarizing the purpose, responsibility, and composition of the commission; welcomed those present; and introduced Mike Dean, Chairman of the Mobile County Commission, as a newly appointed member to the commission.

A motion to approve the minutes of the July 21, 2004, meeting was made by William Joseph and seconded by Greg Dorr. The minutes were approved as submitted.

New Business

- Hospital Authorities (annual reports on RDA implementation):

Tom Turley reported that 14 of 30 hospitals had submitted an annual RDA implementation report and that over 14,000 cubic feet of hospital records had been destroyed. Dr. Turley also provided the commission with a chart (copy attached) detailing the health care authorities' records activities since the approval of their RDA in October 2003.

Additionally, Dr. Turley advised the commission of a recent meeting with 911 District officials for the purpose of developing an RDA for its offices. Hopefully, the RDA will be ready to present to the commission for approval at its April meeting.

Records Disposition Authority

- County Taxation (major revision):

Commission member Fran Hamilton congratulated the local staff for their hard work on the County Taxation RDA. Ms. Hamilton suggested the following minor changes to the RDA for clarity purposes:

On page 3-4, 2.04 Alabama Property Record Cards. Change the series description to read: **Alabama Property Ownership Records**. Many counties now maintain these records electronically rather than in card format.

On page 3-6, 3.06 Assessment Books (Assessment Lists/Tax Blanks). Change the series description to read: **Assessment Records**. Again, modern assessment records are often maintained electronically.

On page 3-7, 5.01 Tax Abstracts. At Ms. Hamilton's suggestion, a note was added to this RDA item to state that the RDA imposes no requirement on counties that maintain Assessment Records electronically to maintain Tax Abstracts, as information in the abstracts is derived from the same database as Assessment Records.

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

- Local Board of Education (major revision):

A motion to approve the RDA as presented was made by William Joseph and seconded by Mike Dean, and unanimously approved by the commission.

- Presentation of Certificate of Appreciation to William Joseph:

Dr. Bridges presented Mr. Joseph with a certificate of appreciation signed by Governor Riley, acknowledged his retirement from the Montgomery County Commission after serving 40 years as Chairman, and thanked him for his 16 years of service on the Local Government Records Commission.

Date of Next Meeting

The next meeting of the Local Government Records Commission is scheduled for Wednesday, January 26, 2005, at 1:30 p.m. For planning purposes, the April meeting of the commission is scheduled for Wednesday, April 27, 2005, unless new wing open house activities conflict.

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