

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
July 25, 2007

The Local Government Records Commission met at 1:30 p.m., on Wednesday, July 25, 2007, in the Regions Board Room at the Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Jeff Long, representing the Attorney General; Joe Turrini, representing Auburn University; Linda Barrontine, representing the Examiners of Public Accounts; Fran Hamilton, Madison County Tax Assessor; Mike Dean, Chairman of the Mobile County Commission; Eliza Marshall, representing the Secretary of State; and Pam Morse, Town Clerk of the Town of West Blockton.

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

Ed Bridges called the meeting to order at 1:35 p.m., confirmed the presence of a quorum, noted that the meeting had been properly announced as required by the Alabama Open Meetings Law, and welcomed those present.

A motion to accept the agenda was made by Jeff Long and seconded by Mike Dean. The motion was unanimously approved.

A motion to approve the minutes of the April 25, 2007, meeting was made by Mr. Long and seconded by Linda Barrontine. The minutes were approved as submitted.

New Business

- Training Agencies in Identifying and Protecting Vital Records

Tracey Berezansky informed the commission that ADAH's archivists will begin, as part of the RDA development and monitoring process, to assist local agencies in identifying and protecting vital records and help them prepare a list of records necessary for their agencies to be operational again within 24 to 48 hours following a disaster. The Government Records Division is also working on a vital records leaflet that will be presented at the commission's October meeting.

Linda Barrontine stated that the Examiners' office were discussing the addition of disaster planning as part of the compliance audit.

- Update on Records Destructions by County Board of Registrars (copy attached)

Tom Turley provided the commission with a copy of a letter he received from Jean Brown, Chief Legal Counsel for Beth Chapman, Secretary of State. The letter addressed requests by county boards of registrars to lift the "freeze" forbidding the destruction of voter registration records, which was instituted by former Secretary of State Nancy Worley. Secretary Chapman has

authorized the destruction of records not directly related to the voter registration process in accordance with the RDA's requirements. She has determined to continue the "freeze" on all other voter-related records until the computerized statewide voter registration system has been fully implemented, as required by the federal Help America Vote Act. Secretary Chapman's office expects to be fully compliant with the Act by October or November 2007.

- Update on Open Records Legislation

Dr. Bridges advised the commission that in spite of all the efforts of the subcommittees organized by the legislature to study, recommend, and submit reports relating to records access issues, no bill to revise Alabama's present access law was introduced during the 2007 legislative session.

Records Disposition Authorities

- Alabama County Commissions (major revision)

A motion to approve the revised RDA as presented was made by Mr. Dean, seconded by Mr. Long, and unanimously approved by the commission.

- County Taxation Offices (major revision)

A motion to approve the revised RDA as presented was made by Fran Hamilton, seconded by Mr. Long, and unanimously approved by the commission.

- Local Law Enforcement Agencies (major revision)

A motion to approve the revised RDA as presented was made by Mr. Dean, seconded by Mr. Long, and unanimously approved by the commission.

Ms. Berezansky updated the commission on the status of the Alabama Historical Records Advisory Board's survey of historical users and repositories. Constituencies of the 15 agencies that comprise the board have been asked to complete the survey, which will be a tool for determining where to focus the board's activities in developing a state plan for the preservation of Alabama's historical records.

Due to the recent hurricanes affecting the Mobile area, which resulted in damage to local government records, Commissioner Dean asked whether or not a more remote records storage facility is available. He also inquired as to whether grants might be available to purchase a facility farther inland for Gulf Coast agencies to use in storing their records. Staff agreed to explore this possibility and report the findings to Mr. Dean.

Date of Next Meeting

The next meeting of the Local Government Records Commission is tentatively scheduled for Wednesday, October 24, 2007, at 1:30 p.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 23, 2008.

The meeting was adjourned at approximately 2:08 p.m.

Corlis Floyd, Secretary
Local Government Records Commission

Edwin C. Bridges, Chairman
Local Government Records Commission