

MINUTES
LOCAL GOVERNMENT RECORDS COMMISSION
April 25, 2007

The Local Government Records Commission met at 1:30 p.m., on Wednesday, April 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; Bill Garrett, representing the Attorney General; Eliza Marshall, representing the Secretary of State; Ed Bishop, Chairman of the Baldwin County Commission; Fran Hamilton, Madison County Tax Assessor; Geniece Johnson, City Clerk for the City of Fairhope; and Pam Morse, Town Clerk of the Town of West Blockton.

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

Ed Bridges called the meeting to order at 1:30 p.m., confirmed the presence of a quorum, and noted that the meeting had been properly announced as required by the Alabama Open Meetings Law. Dr. Bridges welcomed those present and introduced Ms. Pam Morse, Town Clerk of West Blocton, a recent governor's appointee to serve on the commission.

Tom Turley requested that the agenda for the meeting be amended to include an additional item of new business from the Cullman County Sheriff's Office. A motion to accept the agenda as amended was made by Ed Bishop and seconded by Geniece Johnson. The motion was unanimously approved.

A motion to approve the minutes of the October 26, 2006, meeting was made by Fran Hamilton and seconded by Eliza Marshall. The minutes were approved as submitted.

New Business

- Loose Records Program Update:

Dr. Turley reported that 41 of Alabama's 67 counties had completed filming their loose records. In addition, Butler and Tuscaloosa Counties are nearing completion. To date, over 4,000 reels of microfilm have been produced as a result of the partnership between ADAH and the Genealogical Society of Utah (GSU) to film loose records in Alabama. Approximately 50 percent of the records being filmed consist of estate case files, while the remaining 50 percent are divorces, marriages, and other records containing genealogical information.

- Historical Records Advisory Board Update:

The State Historical Records Advisory Board had its second meeting in February 2007. According to Tracey Berezansky, the board is still in the planning process as it strives to establish priorities and goals for records preservation in Alabama. As part of the planning process,

survey forms have been created and will be mailed and/or placed online for historical records repositories and users to complete. After compiling the survey results, the board will organize focus groups to determine the next step or steps necessary to finalize its statewide plan.

- Annual Reports from Local Health Care Authorities:

Dr. Turley stated that 25 of the state's 29 health care authorities or public hospitals have complied with RDA implementation procedures by submitting annual reports for 2006. Records destructions by the hospitals remain the highest among local agencies, with 18,223 cubic feet of obsolete records reported destroyed in 2006.

- RDA Implementation by Alabama 9-1-1 Districts:

Since the commission's approval of the RDA for 9-1-1 districts in October 2006, 13 of 82 emergency communications districts have returned signature pages and are beginning to implement the RDA. So far, they have submitted three records destruction notices. Dr. Turley conducted three records management training sessions for the 9-1-1 districts during the past quarter.

- Status of RDA for County Boards of Registrars:

Dr. Turley reported that the destruction of obsolete county voter registration records was still on hold, pending completion of the installation of the state's new voter registration system. The Secretary of State's Office believes that the new procedures will be in place by August 31, at which time we hope that the destruction of obsolete records may resume. We also hope to work with the Secretary of State's Office on updating the RDA for boards of registrars.

- Cullman County Sheriff's Office:

Dr. Turley advised the commission that the Cullman County Sheriff's Office had inquired whether arrest records could be destroyed before their mandated retention period, if it could be verified that the person arrested had since died. After a discussion, Dr. Turley and Mr. Garrett agreed to research the legal issues surrounding the question and report to the commission. The law enforcement RDA is due for revision in July, so any change in disposition for arrest records, and other records documenting deceased persons, can be incorporated into the revision and considered at the commission's July meeting.

Records Disposition Authority

- Local Boards of Education (major revision):

A motion to approve the revised RDA as presented was made by Eliza Marshall, seconded by Geniece Johnson, and unanimously approved by the commission.

Date of Next Meeting

The next meeting of the Local Government Records Commission is tentatively scheduled for Wednesday, July 25, 2007, at 1:30 p.m. Members will be contacted in the next few weeks if a date change is necessary due to another conflicting event. For planning purposes, the October meeting of the commission is scheduled for Wednesday, October 24, 2007.

The meeting was adjourned at approximately 2:07 p.m.

Corlis Floyd, Secretary
Local Government Records Commission

Edwin C. Bridges, Chairman
Local Government Records Commission