

MEMORANDUM

July 26, 2007

To: State Agency/College/University Liaisons

From: Tracey Berezansky
for Edwin C. Bridges, Chairman
State Records Commission

Re: Meeting Agendas, Minutes, and Packets

To better address and define the scope and preservation of official records of formal meetings held by state government entities in Alabama, the State Records Commission issued the following additional guidelines (underlined) at its quarterly meeting on July 25, 2007 for all state agencies, colleges, and public-supported universities:

Formal meeting minutes that have been approved by the State Records Commission for permanent preservation must include meeting agendas, approved and signed minutes, and meeting packets as distributed by staff members of the agency/board/commission for review and/or action by the agency/board/commission during the meeting. Meeting packets may include, but are not limited to, any resolution, ordinance, petition, report, exhibit, and other related supporting documents that were discussed or adopted at a meeting. Meeting agendas and packets should always be attached to the minutes and become part of the official record.

If you have further questions concerning the preservation of your agency's meeting minutes, please contact Tracey Berezansky (Assistant Director for Government Records) or Richard Wang (Head of the State Government Records Section) at 334-242-4452.