

MINUTES
STATE RECORDS COMMISSION
April 27, 2011

The State Records Commission (SRC) met on Wednesday, April 27, 2011, at 10:00 a.m. in the Regions Board Room at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Matt Bledsoe, representing the Attorney General; Reagan Grimsley, representing Auburn University; Dwan Mason, representing the Department of Revenue; and Gail Traylor, representing the Examiners of Public Accounts. Also present were Luther Strange, Attorney General; Charla Doucet, Shawn Missildine, and Melisa Martin of the Attorney General's Office; June Lynn and Rebecca Luck of the Department of Mental Health; Donald Clemons and Billy Phillips of the Department of Revenue; Rob Johnson of the Secretary of State's Office; Chris Davidson of the Department of Transportation; Kelly Heath of the State Personnel Department; and Caroline Horton of the Alabama Genealogical Society.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, and Christine Garrett.

Ed Bridges called the meeting to order at 10:00 a.m. He confirmed the presence of a quorum and noted that the meeting had been properly announced, as required by the Alabama Open Meetings Law. In his opening remarks, Dr. Bridges summarized the purpose, responsibility, and composition of the commission and welcomed those present.

A motion to adopt the agenda was made by Reagan Grimsley and seconded by Matt Bledsoe. The motion was unanimously approved.

A motion to approve the minutes of the January 26, 2011, meeting was made by Matt Bledsoe and seconded by Gail Traylor. The minutes were approved by a unanimous vote.

New Business

- Presentation of Certificate of Recognition to Recipient of the Annual Award of the State Records Commission (copy attached)

Ed Bridges introduced Attorney General Luther Strange. He thanked the Attorney General's Office for its representation on the commission and work in records management. Luther Strange thanked Dr. Bridges and the commission for the award but stated that credit for the award should go to the records management staff (Charla Doucet, Shawn Missildine, and Melisa Martin) whom he introduced to the commission. Attorney General Strange presented a commendation to Melisa Martin for her work in records management. Christine Garrett took photographs of the awards ceremony.

- General Records Liaison Training on April 29, 2011

Tracey Berezansky gave a brief update on the state records liaison training to be held on April 29. The goals of the training include: providing information on electronic records management and alerting the liaisons about gaps in their agencies' permanent records holdings at the Archives. Dr.

Bridges added that the Archives hopes to make the training an annual event.

- Agency Annual RDA Implementation Monitoring Reports (copy attached)

Richard Wang reported that 39 state agencies were scheduled to submit their annual RDA implementation monitoring reports to the commission this quarter. Thirty-four agencies submitted their reports. A summary report, outlining the records management activities of agencies with RDAs approved in previous Aprils, was presented included in the meeting packet for commission review.

Agencies that submitted reports are: Board of Physical Therapy; Alabama Manufacturing Housing Commission; Jefferson County Department of Health; Alabama Crime Victims Compensation Commission; State Board of Education/State Department of Education; Department of Public Health; Geological Survey of Alabama; State Oil and Gas Board; Department of Child Abuse and Neglect Prevention; Department of Finance — Division of Risk Management; Alabama Commission on Higher Education; Department of Post Secondary Education; Board of Examiners of Nursing Home Administrators; Alabama Board of Examiners in Psychology; Department of Agriculture and Industries; Alabama Board of Optometry; Alabama State Personnel Department; Board of Athletic Trainers; Commercial Mobile Radio Service Emergency Telephone Services Board; Alabama State Board of Auctioneers; Alabama Board of Electrical Contractors; Board of Examiners in Marriage and Family Therapy; Board of Dental Scholarship Awards; Board of Medical Scholarship Awards; Board of Optometric Scholarship Awards; Alabama Liquefied Petroleum Gas Board; Real Estate Commission; Alabama Credit Union Administration; Alabama Department of Mental Health; Alabama Drycleaning Environmental Response Trust Fund Board; Alabama State Board of Registration for Foresters; Mobile County Health Department; and Office of District Attorney (Lauderdale County).

Agencies that have not yet submitted reports are: Alabama Sports Hall of Fame; Judicial Inquiry Commission; St. Stephens Historical Commission; Alabama Sickle Cell Oversight and Regulatory Commission; State Department of Human Resources; and Alabama Department of Children's Affairs.

Records Disposition Authorities (Revision)

Ed Bridges suggested that instead of voting on each revision, the commission vote on the four as a group. The commission agreed.

- Board of Medical Scholarship Awards (copy attached)

Richard Wang explained that the board's daily operations have changed, resulting in some records in the current RDA no longer being created. This minor revision reflects those changes.

- Department of Mental Health (copy attached)

Richard Wang introduced the agency's two representatives at the meeting, June Lynn and Rebecca Luck. Two events triggered the need to revise this RDA. The agency's name changed from the Department of Mental Health and Mental Retardation to the Department of Mental Health. Staff corrected the agency name throughout the revised RDA. The more substantive RDA changes resulted from the local mental health hospitals' and the intellectual disability center's request to

update their section of the RDA to include records not currently listed. Ms. Lynn added that the sale of Bryce Hospital to the University of Alabama and the closing of the intellectual center also required updating the RDA.

- Department of Revenue (copy attached)

Christine Garrett introduced Donald Clemons, head of the Motor Vehicle Division, and explained that this RDA's revisions mainly affected records created by Mr. Clemons and his staff.

- Secretary of State (copy attached)

Richard Wang introduced Rob Johnson of the Secretary of State's Office. Reagan Grimsley asked if there was a statewide database which tracked information regarding guns used in crimes. Tracey Berezansky replied the Alabama Criminal Justice Information Center keeps track of all guns used in crimes. Dr. Bridges added that Alabama does not have a statewide registry of gun ownership.

- Alabama Department of Transportation (copy attached)

Richard Wang introduced Chris Davidson from the Department of Transportation.

A motion to approve the five RDA revisions was made by Matt Bledsoe and seconded by Dwan Mason. The motion was unanimously approved.

Dates for Future Meetings

The next meeting of the State Records Commission is tentatively scheduled for Wednesday, July 27, 2011, at 10:00 a.m. The October meeting of the commission is scheduled for Wednesday, October 26, 2011.

New Business

- Presentation of Certificate of Recognition to Recipients of the Annual Awards of the Local Records Commission (copy attached)

Dr. Bridges explained to the commission that, due to its inability to reach a quorum, the Local Government Records Commission was not meeting in July. Therefore, its annual award recipients would receive their awards at the SRC meeting.

- Alabama Genealogical Society

Tom Turley introduced Caroline Horton of the Alabama Genealogical Society (AGS). He explained that the award recognizes the society's creation of a statewide database of indexes created by Alabama's loose records microfilming projects. The Genealogical Society of Utah (Family Search) has filmed loose records with genealogical value in 52 Alabama counties. Currently, the microfilmed records of 23 counties are indexed in the database, but the AGS project will continue until all counties are completed.

Ms. Horton said that Jim Anderson and Jyl Hardy were the individuals responsible for starting the database project. Unfortunately, they were unable to attend the meeting. The loose records database has helped researchers across the county to locate their ancestors' records. Prior to the records' being filmed and indexed, they were often poorly organized, making it difficult to locate records.

Christine Garrett took photographs of the award presentation.

- Baldwin County Archives

The award was postponed until after the meeting due to the late arrival of one of the recipients.

Dr. Bridges declared the meeting adjourned at 10:28 a.m.

Prior to the commission members' departure, Dr. Bridges presented the second LGRC 2011 Records Management Award to Baldwin County Archivist John Jackson and Baldwin County Commissioner Tucker Dorsey. Founded in 2005, Baldwin County's is one of Alabama's most successful local government archives. It maintains an 8,500-square foot, climate-controlled facility and coordinates a county-wide records management program. Recently, the archives transferred and processed over 40,000 circuit court case files and several thousand tax abstracts. Mr. Jackson is also actively involved with other Baldwin County historical initiatives, such as a flag conservation project and Bicentennial Park.

Christine Garrett, Government Records Division Archivist
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission