



**STATE OF ALABAMA
STATE RECORDS COMMISSION
LOCAL GOVERNMENT RECORDS COMMISSION**

Mailing Address: PO Box 300100, Montgomery, AL 36130-0100
Telephone: 334-242-4452

At the request of the Alabama Department of Archives and History, the State Records Commission approved the following revision (addition) to the Alabama Department of Archives and History RDA:

Revision to Alabama Department of Archives and History Records Disposition Authority

Addition

- **Administering Internal Operations**

Managing the Agency

Project Files:

- a) FINAL PRODUCTS
Disposition: PERMANENT RECORD.
- b) Working Files
Disposition: Temporary Record. Retain for useful life.

Grant Project Files

- a) FINAL NARRATIVE REPORTS
Disposition: PERMANENT RECORD.
- b) Working Files
Disposition: Temporary Record. After submission of final narrative report, retain 1 year after audit.
- c) Financial Records
Disposition: Temporary Record. Retain 3 years after submission of final financial report.
- d) Financial Reports, Interim Narrative Reports, Correspondences
Disposition: Temporary Record. Retain 6 years after submission of final financial report or denial of application.

The State Records Commission adopted this records disposition authority on April 22, 2015.

Steve Murray, Chairman
State Records Commission

Date

By signing below the agency acknowledges receipt of the above revision to the records disposition authority.

Tracey Berezansky
Assistant Director for Government Records
Alabama Department of Archives and History

Date