

Board of Medical Scholarship Awards

Functional Analysis & Records Disposition Authority

**Revision
Presented to the
State Records Commission
April 27, 2011**

Table of Contents

Functional and Organizational Analysis of the Board of Medical Scholarship Awards	<u>1-1</u>
Sources of Information	<u>1-1</u>
Historical Context.	<u>1-1</u>
Agency Organization	<u>1-1</u>
Agency Function and Subfunctions	<u>1-1</u>
Promulgating Rules and Regulations	<u>1-1</u>
Screening & Awarding Scholarships and Loans	<u>1-2</u>
Administering Internal Operations	<u>1-2</u>
Analysis of Record Keeping System and Records Appraisal of the board of Medical Scholarship Awards	<u>2-1</u>
Agency Record Keeping System	<u>2-1</u>
Records Appraisal	<u>2-1</u>
Temporary Records	<u>2-1</u>
Permanent Records	<u>2-2</u>
Permanent Records List	<u>2-3</u>
Board of Medical Scholarship Awards Records Disposition Authority	<u>3-1</u>
Explanation of Records Requirements	<u>3-1</u>
Records Disposition Requirements	<u>3-2</u>
Promulgating Rules and Regulations	<u>3-2</u>
Screening & Awarding Scholarships and Loans	<u>3-2</u>
Administering Internal Operations	<u>3-2</u>
Requirement and Recommendations for Implementing the Records Disposition Authority	<u>3-5</u>

Functional and Organizational Analysis of the Board of Medical Scholarship Awards

Sources of Information

Representative of the Board of Medical Scholarship Awards
Code of Alabama 1975, Sections 16- 47-110 through 16- 47-129
Code of Alabama 1975, Sections 41-20-1 through 41-20-16 (Sunset Law)
Code of Alabama 1975, Sections 41-22-1 through 41-22-27 (Administrative Procedures Act)
Alabama Administrative Code 550-X-1 through 550-X-11
Board of Medical Scholarship Awards Audit Reports
Alabama Government Manual (2006), p.291

Historical Context

The Board of Medical Scholarship Awards (hereafter referred to as the board) was created in 1965. No agency existed that fulfilled this agency's duties prior to the creation of the board.

Agency Organization

The board consists of three members of the Board of Censors of the Medical Association of the state of Alabama; the executive officer of the State Board of Health; the dean of each school of medicine in Alabama, or his designee; the chairman of the admissions committee of each school of medicine in Alabama; and two members appointed by the governor, one a member of the Senate and the other of the House of Representatives. All members with the exception of the two members from the legislature are ex officio. The board elects a chairman, a vice chairman, and a treasurer. The board holds at least one meeting annually. The board employs an executive director and has the authority to determine his/her duties, responsibilities and compensation. The board or the executive director, with the concurrence of the board, has the authority to employ qualified individuals to serve as administrative staff. All administrative functions of the board are preformed by the executive director.

Agency Function and Subfunctions

The mandated function of the board is to establish and administer scholarships and loans for the study of medicine. It is one of the agencies responsible for performing the Client Services function of Alabama government. In the performance of its mandated function, the agency may engage in the following subfunctions.

- **Promulgating Rules and Regulations.** In accordance with the Administrative Procedures Act (Code of Alabama 1975, Section 41-22-3), the board has the authority to

create rules and regulations for the awarding of merit scholarships and loans. The board also develops the appropriate procedures or techniques for the implementation of its rules and regulations. This subfunction encompasses activities pertaining to the establishment and promulgation of rules, regulations, and procedures by the board for carrying out its duties and responsibilities.

- **Screening & Awarding Scholarships and Loans.** The board presents two types of awards: merit scholarships and loans.

Merit scholarships are awarded on the basis of the student's scholastic achievements, medical aptitude, excellence of character, and other pertinent qualifications of incoming freshman students in the medical schools in the State of Alabama. Students do not apply for this scholarship, the chairman of admissions from each medical school nominates students that meet the requirements of the scholarship. The applicants have an interview with board members. The board determines who is awarded the merit scholarships, contingent upon funds being available. The minimum requirements are that the applicant must be an Alabama resident who attends a medical school in the state and meets at least two of the following requirements: (1) maintains an overall 3.75 grade point average in undergraduate course work; (2) has scored a minimum of 30 on the MCAT, the first time taken; or (3) has a 9 or better Admissions Committee Rating. The scholarship is \$5,000.00 per year or \$20,000.00 over a four-year period. To continue to receive the scholarship each year, the students must remain in the top 20% of his/her class. The students do not repay the amount of the scholarship and they are not taxed on the award.

Educational loans are awarded for students enrolled full-time in medical schools in the State of Alabama and are in the amount determined by the board, based on the appropriation. The budget is always contingent upon funds being available. In exchange for repaying the loan, scholarship/loan recipients agree to return to a pre-approved medically, underserved community to practice primary care medicine, as determined by the board. Board members vote on whether or not to accept the applicants. Loans are renewed for four years. If a recipient decides not to complete his/her education, he/she must immediately begin repayment of the loan

- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative and financial activities performed to support the programmatic areas of the board.

Managing the Agency: Activities include internal office management work common to most government agencies such as corresponding and communicating; scheduling; meeting; documenting policy and procedures; reporting; litigating; drafting, promoting, or tracking legislation; publicizing and providing information; managing records; and managing information systems and technology.

Managing Finances: Activities involved in managing finances may include the following: budgeting (preparing and reviewing the budget package, submitting the budget package to the Department of Finance, and documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accountings for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

Managing Human Resources: Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation and benefits to employees; supervising employees (evaluating performance, disciplining, granting leave, and monitoring the accumulation of leave); and providing training and continuing education for employees.

Managing Properties, Facilities, and Resources: Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing for security and/or insurance for property; and assigning, inspecting, and maintaining agency property, including vehicles.

Analysis of Record Keeping System and Records Appraisal of the Board of Medical Scholarship Awards

Agency Record Keeping System

The Board of Medical Scholarship Awards currently operates a hybrid record keeping system composed of paper and electronic records.

Computer Systems: The Board of Medical Scholarship Awards operates a very basic computer system which is created and maintained by ISD. The board's electronic record keeping system includes a desktop and a copier/scan/fax. Computers are utilized to perform work associated with management of database, accounting, personnel, and property inventory. Computer applications are backed up daily on cartridges and stored off-site. Scanned documents are stored on an external electronic data storage device and backed up daily as well.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Board of Medical Scholarship Awards: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered their active life and be disposed of once all fiscal, legal, and administrative requirements have been met.

- **Academic Merit Scholarship Award Files.** These are records concerning academic scholarship awards to prospective and current students. Included are correspondence, recommendations, grade listings, and approvals or disapprovals. These records should be retained for four years after the recipient has graduated or leaves the school.
- **Loan Award Files.** These files are created when an applicant applies for the loan. Included in this file is the student application, repayment documentation, contract and any other supporting documentation required by the board. A loan is repaid through a recipient's service obligation involving full time practice of primary care medicine in a pre-approved medically underserved community. The population size of the community determines the service obligation time needed to pay off the loan. If the student does not follow through with their contractual agreement, he/she has to pay back the amount loaned plus 8% interest and penalty. The files are useful to the agency for long term.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

Promulgating Rules and Regulations:

- **Meeting Agendas, Minutes, and Supporting Documents.** As mandated by Code of Alabama 1975, Section 34-24-78, the board is obligated to keep complete minutes of all of its proceedings. This series is the core documentation of the board's major functions with regard to administration and enforcement of the rules and regulations of the board. A copy of the board's annual report is always included in this series. These records document decisions of the board including final decisions on the acceptance of applicants for loans and scholarships. Approval of a possible service area for repayment services may also be found in these records. This series provides information and documentation of the board's actions that may not be found elsewhere. (RDA page 3-2)(**Bibliographic Title: Meeting Agendas, Minutes, and Supporting Documents**)

Administering Internal Operations:

- **Website.** The board has a website at www.bmsa.alabama.gov. Information on the website includes contact information and the criteria for the awarding of a scholarship or loan. The recommended retention is to preserve a complete copy of the website annually or as often as significant changes are made. (RDA page 3-3)(**Bibliographic Title: Website**)
- **Informational Materials.** The board creates brochures with information about the scholarships and loans process. These are sent to people who are interested in applying for loans or the scholarship opportunities. (RDA page 3-2) (**Bibliographic Title: State Publications**)

Permanent Records List

Board of Medical Scholarship Awards

Promulgating Rules and Regulations

1. Meeting Minutes and Supporting Documents

Administering Internal Operations

1. Website
2. Informational Materials

Board of Medical Scholarship Awards Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Board of Medical Scholarship Awards. The RDA lists records created and maintained by the Board of Medical Scholarship Awards in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the Board of Medical Scholarship Awards to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the Board of Medical Scholarship Awards' records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain other short-term records that do not materially document the work of an agency may be disposed of under this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; and (2) transitory records, which are temporary records created for internal purposes that may include, but are not limited to, telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for

information purposes but not needed by the receiving office for future business; and internal communications about social activities. They may be disposed of without documentation of destruction. Other items that may be disposed of without destruction documentation include: (1) catalogs, trade journals, and other publications received that require no action and do not document government activities; and (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Board of Medical Scholarship Awards and lists the groups of records created and/or maintained by the board as a result of activities and transactions performed in carrying out these subfunctions. The board may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

■ **Promulgating Rules and Regulations**

MEETING AGENDAS, MINUTES AND SUPPORTING DOCUMENTS

Disposition: PERMANENT RECORD.

Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

■ **Screening & Awarding Scholarships and Loans**

Academic Merit Scholarship Award Files

Disposition: Temporary Record. Retain 4 years after the recipient has graduated or leaves the school.

Loan Files

Disposition: Temporary Record. Retain 3 years after repayment is completed.

Unawarded Loan Files

Disposition: Temporary Record. Retain until the end of the board meeting in which the decision was made.

■ **Administering Internal Operations**

Managing the Agency:

WEBSITE

Disposition: PERMANENT RECORD. PRESERVE A COMPLETE COPY OF WEBSITE

ANNUALLY OR AS OFTEN AS SIGNIFICANT CHANGES ARE MADE.

INFORMATIONAL MATERIALS

Disposition: PERMANENT RECORD.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to Archives or the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Copy of RDA

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the RDA is superseded.

System documentation (hardware/software manuals and diskettes, warranties, Y2K Records)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Managing Finances:

Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records of original entry or routine accounting transactions such as journals, registers, and ledgers; and records of funds deposited outside the state treasury, including bank statements, deposit slips, and cancelled checks

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were

created.

Contractual records established for the purpose of services or personal property
Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after end of the fiscal year in which the records were created.

Managing Human Resources:

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after end of year in which the records were created.

Records documenting employee hours worked, leave earned, and leave taken

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Employee Flexible Benefits Plan Files (applications and correspondence)

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Managing Properties, Facilities, and Resources:

Semiannual Inventory Lists

Disposition: Permanent Records. Retain in office (Code of Alabama 1975, Section 36-16-8[1]).

Agency Copies of Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Real Property Leasing/Renting Records

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Facilities/Building Security Records (including visitor logs)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Insurance Policies/Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Building Maintenance Work Orders

Disposition: Temporary Record. Retain 1 year.

Requirement and Recommendations for Implementing the Records Disposition Authority

Under the Code of Alabama 1975, Section 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Board of Medical Scholarship Awards (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit an annual Records Disposition Authority (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in April of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency--wide on a regular basis—for example, after the successful completion of an audit, at the end of an

administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.

- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.
- Electronic mail contain permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA's requirements, the division should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on April 27, 2011.

Edwin C. Bridges, Chairman, by Tracey Berezansky
State Records Commission

Date

Receipt acknowledged:

Kelly Parker, Executive Director
Board of Medical Scholarship Awards

Date