

MEMORANDUM
February 4, 2009

To: State Records Commission

From: Richard Wang

Re: Minor revision of the RDA for Alabama State Board of Chiropractic Examiners

Alabama State Board of Chiropractic Examiners

The agency requests the following revision to its RDA:

Subfunction: Promulgating Rules and Regulations

Addition:

1. Meeting Packets

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

Justification: Items included in meeting packet are duplicate copies of records that are addressed and listed in the agency's RDA as temporary records. Items adopted at meetings are attached as exhibits to meeting minutes. In accordance with a guideline issued by the State Records Commission at its meeting on November 5, 2008, the agency is authorized to establish a separate retention for meeting packets if the contents of meeting packets are duplicated in other records series that have an approved retention. Due to the fact that the contents of the meeting packets are duplicates and there is a lack of records storage space at the board's office, the board staff would like to maintain the meeting packets for reference and audit for three (3) years. All important information on the board's decision-making process is captured and preserved in its meeting agendas and minutes.