

MEMORANDUM
February 4, 2009

To: State Records Commission

From: Richard Wang

Re: Minor revision of the RDA for Alabama State Board of Registration for Foresters

Alabama State Board of Registration for Foresters

The agency requests the following revision to its RDA:

Subfunction: Registering

Deletion:

MEETING AGENDAS, MINUTES, ~~AND PACKETS~~

Disposition: PERMANENT RECORD.

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 the meeting packet are basically copies of documents which are scheduled in the RDA as temporary records. Examples may include budget documents, board appointment files, purchase orders, contracts, and violation files. 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.

2. Renewal Documentation

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

Justification: All licenses expire and become invalid on the 30th day of September each year unless renewed by that date. Currently scheduled as part of the Registration Files with a retention of 4 years after the end of the fiscal year in which the license becomes inactive, this series may include completed notices of renewal, renewal forms, continuing education materials, receipts, correspondence, and other related information. The agency would like to establish a separate schedule for this series with a shorter retention requirement.