

# **State Building Commission**



## **Functional Analysis & Records Disposition Authority**

**Revision  
Presented to the  
State Records Commission  
April 24, 2013**

# Table of Contents

<b>Functional and Organizational Analysis of State Building Commission.....</b>	<b>1</b>
Sources of Information .....	1
Historical Context.....	1
Agency Organization .....	1
Agency Function and Subfunctions.....	2
<b>Analysis of Record Keeping System and Records Appraisal of the State Building Commission .....</b>	<b>5</b>
Agency Record Keeping System .....	5
Records Appraisal.....	5
Permanent Records List.....	8
<b>State Building Commission Records Disposition Authority .....</b>	<b>9</b>
Explanation of Records Requirements .....	9
Records Disposition Requirements.....	10
Promulgating Rules and Regulations.....	10
Enforcing.....	10
Administering the Alabama Home Inspection Registration Act .....	11
Administering Internal Operations: Managing the Agency.....	11
Administering Internal Operations: Managing Finances.....	12
Administering Internal Operations: Managing Human Resources.....	13
Administering Internal Operations: Managing Properties, Facilities, and Resources.....	15
Requirement and Recommendations for Implementing the Records Disposition Authority (RDA) .....	16

# **Functional and Organizational Analysis of State Building Commission**

## **Sources of Information**

Representatives of the State Building Commission  
Code of Alabama, 1975, Sections 41-9-140 to 41-9-142; 41-9-160 to 41-9-166; 41-9-170 to 41-9-174  
Code of Alabama, 1975, Sections 34-14B-1 to 34-14B-10 (The Alabama Home Inspectors Registration Act)  
Alabama Administrative Code, Chapters 170-X-1 to 170-X-25  
Alabama Government Manual (2002) page 25  
State Building Commission Audit Reports  
State Building Commission Website  
State Building Commission Publications

## **Historical Context**

In 1903, a building commission was created by the legislature to make an appropriation for the improvement of the State Capitol building and grounds (Statute No. 42, General Acts 1903). The commission was also authorized to acquire any real estate necessary or beneficial in improving the Capitol grounds and to erect/acquire any additional building(s) for the use of the state. Membership of the commission consisted of the governor, the attorney general, the state treasurer, the state auditor, the secretary of state, and the director of the Department of Archives and History who served as the commission's secretary. In 1911, this commission was realigned by the legislature. The position of the state treasurer was replaced by the justice of the state's supreme court (Statute No. 369, General Laws 1911). In 1927, the commission, which had been referred to as the Capitol Commission and the Building Commission was, by legislative resolution, named the Capitol Building Commission (Statute No. 451, General Laws 1927). In 1945, the current Building Commission was formally established to promulgate and enforce the State Building Code through plan reviews and inspections for state buildings, schools, and motion picture theaters. It also functions as the state contract administrator for state-funded construction.

## **Agency Organization**

The State Building Commission is composed of the governor, the state health officer, the director of the Department of Finance, the state superintendent of Education, four members elected by the Senate at each regular session of the legislature, and four members elected by the

House of Representatives. The governor is the chairman of the commission and the budget officer of the Department of Finance, who is not a commission member, serves as the secretary and custodian of the books, records, and papers of the commission. A director is appointed by the commission to manage the operations of the commission. In addition, a group of technical staff members, architects, engineers, administrators, inspectors, support personnel, and contract personnel are employed to carry out the policies and duties of the commission on a daily basis. Currently, the office of technical staff is organized into the following program/support divisions: Director's Office, Plan Review Division, Contract Review Division, Inspection Division, Home Inspector/Exterior Insulation and Finish Systems (EIFS) Division, and Accounting Division. An organizational chart is attached.

## Agency Function and Subfunctions

The mandated function of the State Building Commission is to promulgate and enforce various building codes for all state-funded construction, public/private schools, hotels/motels, and motion picture theaters. It also supervises construction of state buildings, public schools, and state institutions of higher learning. In addition, the commission is responsible for administering the Alabama Home Inspectors Registration Act. The commission is one of the agencies that is primarily involved in carrying out the Regulatory function of Alabama government. In the performance of its mandated functions, the commission may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** In accordance with the Code of Alabama, Section 41-9-141 (d), the commission is authorized to “make and adopt all necessary rules, regulations, and plans for its own guidance and for the proper conduct of the duties imposed upon it.” Code of Alabama, Section 41-9-161 also mandates the commission “to promulgate and to enforce a code of minimum building standards,” which is applicable to all state building and construction, schoolhouses, hotels, and motion picture theaters in Alabama.
- **Enforcing.** This subfunction involves enforcing the State Building Code through plan reviews and inspections, and serving as the state’s contract administrator for state-funded construction. Staff members of the Plan Review Division enforce rules and regulations through review of proposed construction plans, specifications, and other related documents for projects related to state buildings, public/private schools, hotels/motels, motion picture theaters, and some local community buildings.

The Contract Review Division supervises and administers projects assigned to the commission to ensure compliance with state laws, the commission’s rules and regulations, and other procedures including approving contracts, invoices, and related documents. Contract review only applies to projects relating to state buildings, buildings built on state properties with state funds, public schools, and institutions under

the jurisdiction of the Department of Postsecondary Education. Finally, inspectors from the Inspection Division inspect state construction projects for compliance and conformance with state building code. In conjunction with the design professional and awarding authority, inspectors establish when the building has reached substantial completion allowing building occupancy.

- **Administering the Alabama Home Inspection Registration Act.** In accordance with Code of Alabama, Sections 34-14B-1 to 34-14B-10, the commission is authorized to examine and issue certificates of licensure to qualified applicants as home inspectors or inspectors of Exterior Insulation and Finish Systems (EIFS). This subfunction encompasses activities related to the promulgation of rules/regulations, screening and licensing qualified applicants, investigations of complaints, and disciplinary actions against violations.
- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support its programmatic areas.

**Managing the Agency:** Activities include internal office management activities 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, 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); accounting 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; 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 State Building Commission

## Agency Record Keeping System

The State Building Commission operates a hybrid system composed of a computer system and a paper record-keeping system.

Staff members use a custom made Building Commission Information Management System (BCIMS) to create transmittals, invoices, reports, and various correspondence relating to building projects. A BCIMS database is also in operation to capture and maintain information on projects administered by the commission. The database contains the following components and data: (1) General Project Data, (2) Plan Review Data, (3) Contract Data, and (4) Material/Equipment and Miscellaneous Invoices. Information is stored on a server maintained and backed up by the Information Service Division (ISD), Department of Finance. From 1999 to 2005, the office used a proprietary system known as the Cabinet NG. The office still maintains one computer station which provides access to documents scanned into the database and documents generated by the Cabinet NG System.

## Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the State Building Commission: Temporary Records and Permanent Records.

**I. Temporary Records.** Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal, and administrative requirements have been met. The following are some examples of temporary records created by the agency:

- **Schematic and Preliminary Plans and Specifications.** This series contains proposed project plans and specifications created by architects for the initial technical review by the technical staff. The results of the review are provided as written review comments to the submitting design professional and project owner. Based on the comments of the technical staff, preliminary plans are then developed in order to establish building requirements prior to the submittal of final plans. In accordance with the commission's Administrative Code, Chapter 170-X-3-.07 (1), the commission maintains this series until receipt or review of the subsequent stage of submittal.
- **Final and/or Revised Plans and Specifications.** This series is composed of final or revised plans and specifications relating to all phases of a proposed construction project. Documents may include, but are not limited to, site plans; vicinity maps; floor, roof, and

foundation plans; elevations; building sections; and structural, electrical, plumbing, and HVAC plans. Approval of final and/or revised plans and specifications by the technical staff must be obtained prior to the receipt of bids to insure that the technical staff's comments are incorporated into the bid documents. In accordance with the commission's Administrative Code, Chapter 170-X-3-.07 (2), the commission maintains this series for reference for five (5) years after the substantial completion of the project.

- **Building Project Contract Administration Files.** In accordance with provisions of the Code of Alabama, Title 39, the commission staff reviews, processes, and approves public works contract documents for compliance with the Public Works Law. Contracts administrated by the commission include state agencies/authorities, Public School and College Authority, Department of Postsecondary Education, and Retirement Systems of Alabama. Types of documents may include owner-architect agreements, amendments, construction contracts, change orders, modifications, notices to proceed, correspondence, and other project-related materials. After approval by the commission, these files are forwarded to proper authorities for signatures. When the files are fully executed, they are sent back to the commission for filing and distribution. Copies of executed documents are sent to interested parties (agency, contractor, architect, and the funding authority) while original documents are maintained by the commission. Code of Alabama, Section 6-5-222, establishes a 13-year limitation of actions on the general contractor of a project. Therefore, the commission should retain this series for the 13-year statute of limitations period.
- **Project Assistance Files.** This series contains records of different formats received by the technical staff from agencies requesting assistance or guidance during various phases of a building project. Subjects of requests may include project development, budget planning, request for proposals (RFP) preparation, prequalification requirements, and architect/engineer selection. The commission maintains this series for three (3) years.

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

### **Promulgating Rules and Regulations**

- **Meeting Agendas, Minutes, and Packets of the State Building Commission.** This series contains information on proposed and executed proceedings of the commission. In addition to minutes, this series also includes meeting agendas and other supporting or reference documents. The meeting minutes of the commission provide important documentation of the commission's actions that may not be found elsewhere. **(Bibliographic Title: Meeting Agendas, Minutes, and Packets of the State Building Commission)**
- **Manual of Procedures.** This series consists of manuals of procedures promulgated by the State Building Commission to define requirements and procedures that building



owners and design professionals must comply with if their building construction or improvement project falls under the jurisdiction of the commission. **(Bibliographic Title: State Publications)**

## **Administering the Alabama Home Inspection Registration Act**

- **Rosters of Home/Exterior Insulation and Finish Systems Inspectors.** This series documents all licensees approved by the agency. The rosters are only available online through a searchable database. **(Bibliographic Title: State Publications)**

## **Administering Internal Operations**

- **Files of the Director.** This series consists of correspondence, memoranda, and other documents created or maintained by the director regarding the operation of the commission. **(Bibliographic Title: Administrative Files)**
- **Website.** The agency has a website at [www.bc.state.al.us](http://www.bc.state.al.us). Information on the website includes commission members, technical staff, state building code, administrative rules, plan submittal requirements, standard contracts and documents, requirements for project types, manual of procedures, commission bulletins, forms, and home inspection. The website should be preserved as it serves as an important medium for communication with the public. **(Bibliographic Title: Website)**
- **Inventory Lists.** The Code of Alabama 1975, Section 36-16-8[1] requires that “. . . All [state agency] property managers shall keep at all times in their files a copy of all inventories submitted to the Property Inventory Control Division, and the copies shall be subject to examination by any and all state auditors or employees of the Department of Examiners of Public Accounts.” These files need to be maintained in the agency’s office.

# **Permanent Records List State Building Commission**

## **Promulgating Rules and Regulations**

1. Meeting Agendas, Minutes, and Packets of the State Building Commission
2. Manual of Procedures

## **Administering the Alabama Home Inspection Registration Act**

1. Rosters of Home/Exterior Insulation and Finish Systems Inspectors

## **Administering Internal Operations**

1. Files of the Director
2. Website
3. Inventory Lists\*

\*Indicates records that ADAH anticipates will remain in the care and custody of the creating agency. ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

# **State Building Commission 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 State Building Commission. The RDA lists records created and maintained by the State Building Commission in carrying out its mandated functions and subfunctions. It establishes retention periods and disposition instructions for those records and provides the legal authority for the State Building Commission 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 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 State Building Commission records. Copies of superseded schedules are no longer valid and should be discarded.

The RDA establishes retention and disposition instructions for records 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 State Building Commission and lists the groups of records created and/or maintained by the agency as a result of activities and transactions performed in carrying out these subfunctions. The agency 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 PACKETS OF THE STATE BUILDING COMMISSION**

Disposition: PERMANENT RECORD.

#### **Recordings of Meetings**

Disposition: Temporary Record. Retain until the official minutes are adopted and signed.

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

Disposition: Temporary Record. Retain 3 years.

### **Enforcing**

#### **Schematic and Preliminary Plans and Specifications**

Disposition: Temporary Record. Retain until receipt or review of the subsequent stage of submittal

#### **Final and/or Revised Plans and Specifications**

Disposition: Temporary Record. Retain 5 years after the completion of the project.

Note: In applying this retention to records in the Department of Archives and History, Archives staff will determine and maintain plans and specifications for significant public buildings permanently.

**Building Project Comment Letters by the Commission's Technical Staff**

Disposition: Temporary Record. Retain 7 years after the completion of the project.

**Building Project Contract Administration Files**

Disposition: Temporary Record. Retain 7 years after the completion of the project.

**Building Project Invoice Files**

Disposition: Temporary Record. Retain 7 years after the completion of the project.

**Building Project Inspection Files**

Disposition: Temporary Record. Retain 7 years after the completion of the project.

**Informal Hearing Files**

Disposition: Temporary Record. Retain 7 years after the completion of the project.

**Project Assistance Files**

Disposition: Temporary Record. Retain 1 year after audit.

**Request for Information Files**

Disposition: Temporary Record. Retain for useful life.

**Schematic and Preliminary Plans and Specifications**

Disposition: Temporary Record. Retain until receipt or review of the subsequent stage of submittal, or for projects which are not completed, 5 years after review.

**Final and/or Revised Plans and Specifications**

Disposition: Temporary Record. Retain 5 years after the completion of the project, or for projects which are not constructed, 5 years after review.

**Administering the Alabama Home Inspection Registration Act**

**ROSTERS OF HOME/EXTERIOR INSULATION AND FINISH SYSTEMS INSPECTORS**

Disposition: PERMANENT RECORD.

**Alabama Home Inspection Licensure Files**

Disposition: Temporary Record. Retain 5 years after the licensee becomes inactive.

**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.

**Routine Correspondence**

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

**Mailing/Contact Lists**

Disposition: Temporary Record. Retain for useful life.

**Administrative Reference Files**

Disposition: Temporary Record. Retain for useful life.

**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 1 year after audit.

**Copy of RDA**

Disposition: Temporary Record. Retain 1 year after audit after end of the fiscal year in which the RDA is superseded.

**Program Database**

Disposition: Temporary Record. Retain until superseded.

**System Documentation (hardware/software manuals and diskettes, warranties)**

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 in the agency and all permanent records have been migrated to a new system.

**Administering Internal Operations: 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 1 year after audit.

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

Disposition: Temporary Record. Retain 1 year after audit.

**Records of original entry such as journals, registers, and ledgers; and records of funds deposited outside the state treasury, including bank statements, deposit slips, and canceled checks**

Disposition: Temporary Record. Retain 1 year after audit.

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

Disposition: Temporary Record. Retain 1 year after audit.

**Records documenting contracts for services or personal property**

Disposition: Temporary Record. Retain 6 years after expiration of contract. (Code of Alabama, Section 6-2-34).

**Agency Audit Reports**

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

**Records documenting the bid process, including requests for proposals and unsuccessful responses**

- a. Original bid records maintained in the purchasing office of the agency for contracts over \$7500  
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.
  
- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)  
Disposition: Temporary Record. Retain 1 year after audit after the end of the fiscal year in which the bids were opened.

**Administering Internal Operations: Managing Human Resources**

**Records documenting job recruitment**

Disposition: Temporary Record. Retain 1 year after audit.

**Position Classification Files**

Disposition: Temporary Record. Retain 3 years after position is reclassified.

**Records documenting job description**

Disposition: Temporary Record. Retain until superseded.

**Certification/Personnel Transaction Files**

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

**Records documenting application for employment**

Disposition: Temporary Record. Retain 3 years after request.

**Records documenting an employee's work history - generally maintained as a case file**  
Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

**Records documenting payroll (e.g. pre-payroll report, payroll check registers)**  
Disposition: Temporary Record. Retain 1 year after audit.

**Records documenting payroll deduction authorizations**  
Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

**Records documenting payroll deductions for tax purposes**  
Disposition: Temporary Record. Retain 1 year after audit.

**Records documenting employees' daily and weekly work schedules**  
Disposition: Temporary Record. Retain 1 year after audit.

**Records documenting an employee's hours worked, leave earned, and leave taken (including time sheets)**  
Disposition: Temporary Record. Retain 1 year after audit.

**Records documenting sick leave donations**  
Disposition: Temporary Record. Retain 1 year after audit.

**Records documenting final leave status**  
Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

**Records documenting verification of accuracy of State Personnel Department records**  
Disposition: Temporary Record. Retain for useful life.

**Records documenting Equal Employment Opportunity (Code of Federal Regulations, Title 29)**

- a. Compliance Records  
Disposition: Temporary Record. Retain 3 years after the close of the program year.
- b. Complaint Records  
Disposition: Temporary Record. Retain 3 years from the date of resolution of the complaints.

**State Employees Injury Compensation Trust Fund Files**  
Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

**Worker Compensation Injury and Settlement Reports**



Disposition: Temporary Record. Retain 12 years after the end of the fiscal year in which the transaction occurred. (Code of Alabama 1975, Section 25-5-4).

**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.

**Employee Administrative Hearing Files**

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

**Administering Internal Operations: Managing Properties, Facilities, and Resources**

**INVENTORY LISTS**

Disposition: PERMANENT RECORD. Retain in Office. (Code of Alabama 1975, Section 36-16- 8[1]).

**Letters of Transmittal**

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

**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 1 year after audit.

**Receipts of Responsibility for Property**

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

**Records documenting the use, maintenance, ownership, insurance, and disposition of vehicles owned by the agency**

Disposition: Temporary Record. Retain 1 year after audit after the end of the fiscal year in which the vehicle is removed from the property inventory.

**Insurance Policies/Risk Management Records**

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

## **Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)**

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 State Building Commission (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 Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in January 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 contains 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 January 24, 2007.

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

\_\_\_\_\_  
Date

Receipt acknowledged.

\_\_\_\_\_  
Kippy Tate, Director  
State Building Commission

\_\_\_\_\_  
Date