

Historic Chattahoochee Commission

Functional Analysis & Records Disposition Authority

**Presented to the
State Records Commission
November 5, 2008**

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Functional and Organizational Analysis of the Historic Chattahoochee Commission

Sources of Information

Representatives of the Historic Chattahoochee Commission
Code of Alabama 1975, Sections 41-9-311
Historic Chattahoochee Commission Audit Report
Alabama Government Manual (2006) page 583
Historic Chattahoochee Commission Website
Historic Chattahoochee Commission Publications

Historical Context

The act creating the Historic Chattahoochee Commission (hereafter referred to as the commission) was initially passed during the 1970 special session of the Alabama Legislature to promote historic preservation and tourism in fifteen (15) Alabama and Georgia counties along the Chattahoochee River from LaGrange, Georgia, to the Florida boundary. Three (3) additional bi-state counties were added to the commission in 1972. In 1978 the U.S. Congress concurred with the jointly-passed legislation of Alabama and Georgia to operate the commission as an interstate compact, funded in part by appropriations from both signatory states. Thus the commission is the only agency of its kind in the United States with the official ability to promote historic preservation and tourism across state lines.

Agency Organization

The commission is governed by a board of directors, which consists of twenty-eight (28) board members, fourteen (14) from Alabama and fourteen (14) from Georgia. There are two members from each of the seven Alabama counties and one from each of the eleven Georgia counties with three at-large members. Board member terms are staggered with some members serving two years and some serving four years. At the expiration of the two-year terms, those board members are then appointed for four-year terms. The board meets bimonthly and elects officers at its annual membership meeting. The commission employs an executive director and one staff member who serve at the pleasure of the board of directors. The commission has a main office in Eufaula, Alabama, with a satellite office in LaGrange, Georgia.

Agency Function and Subfunctions

The mandated function of the commission is to promote historic preservation and tourism throughout the Chattahoochee Valley of Alabama and Georgia in the counties that it represents. It is one of the agencies responsible for performing the economic development and stewardship functions of

Alabama government. In the performance of its mandated function, the commission may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** In accordance with Code of Alabama, Section 41-9-311, Article V, the commission is authorized to have the right to “adopt rules and regulations as may be necessary to carry out the intent and purposes of this compact.” The commission has established several internal administrative committees and program committees to coordinate its work.
- **Preserving Culture.** The commission is authorized, under the Code of Alabama, Section 41-9-311, Article VIII (1), to “investigate and select available sites for housing historic exhibits, including the surrounding grounds, with such state, federal or local agencies and governments and private individuals, corporations, associations or other organizations as may be involved, taking into consideration all pertinent factors affecting the suitability of such sites; to acquire, transport, renovate, maintain and exhibit appropriate and suitable military, or historic units, articles, exhibits and attractions; and to have full, complete and exclusive jurisdiction over the sites and any related exhibits.” Over the years, the commission has engaged in a number of historic preservation projects/programs designed to identify and preserve historic sites and the culture of the Chattahoochee Valley.
- **Promoting Tourism.** Code of Alabama, Section 41-9-311, Article VIII (2) mandates the commission to “promote tourism throughout the Chattahoochee Valley by attending travel shows; issuing news releases, calendars of events and news letters; publishing brochures and pamphlets; constructing mobile travel exhibits; producing films and other visual presentations as may be necessary; and advertising in magazines and/or newspapers.” The commission also works with travel writers in the preparation of feature stories which appear in national, regional, and local newspapers and magazines.
- **Acquiring/Disposing of Property /Funds.** Code of Alabama, Section 41-9-311, Article VIII (3 - 11) permits the commission to acquire by rent or purchase necessary housing facilities; borrow money from public and private sources; issue and sell its revenue bonds; and accept public or private gifts, grants, and donations. The commission may also allocate and expend funds for the fulfillment and accomplishment of its duties and responsibilities. All property, franchise, easement, license or lease, or interest owned by the commission may be sold, transferred, or donated when, in the opinion of the commission, such disposition is deemed expedient.
- **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 work common to most government agencies such as corresponding and communicating; scheduling; meeting;

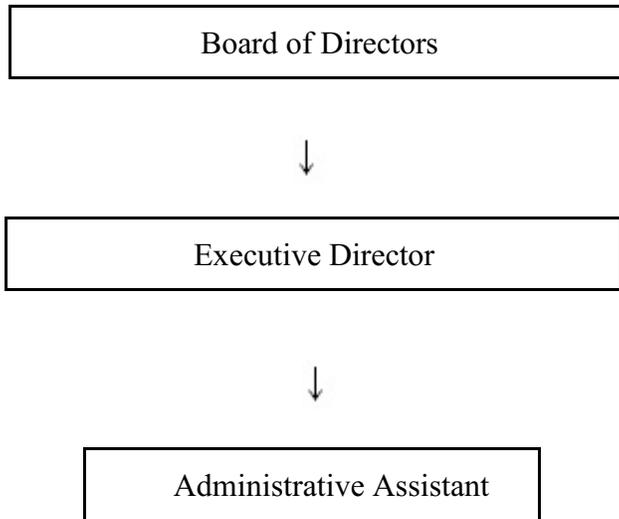
documenting policy and procedures; reporting; litigating; drafting, promoting, or tracking legislation; publicizing and providing information; managing records; and managing information systems and technology.

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; 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.

Historic Chattahoochee Commission



Record Keeping System and Records Appraisal of the Historic Chattahoochee Commission

Agency Record Keeping System

The Historic Chattahoochee Commission operates a hybrid system composed of paper and electronic records.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Historic Chattahoochee Commission: 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.

- **Annual Membership Meeting Files.** The commission derives part of its funding and support from a membership program. The commission is obligated, under the Code of Alabama, Section 41-9-311, Article IV, to hold an annual membership meeting which is rotated between Alabama and Georgia every other year. Activities of the annual meeting may include a report by the commission's executive director, keynote speech by a guest speaker, awards given to outstanding members, and a dinner. This series consists of annual meeting registration forms, expense reports, contracts, notes, correspondence, and other related materials. The commission maintains meeting registration forms until the completion of the meeting and other materials permanently for future reference.

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

Promulgating Rules and Regulations

- **Meeting Agendas, Minutes, and Packets of the Board of Directors of the Historic Chattahoochee Commission.** The board of directors usually meets three to four times a year to discuss matters relating to the operation and activities of the commission. This series constitutes the core documentation of the activities of the commission's governing body. (RDA page 3-2) (**Bibliographic Title: Meeting Agendas, Minutes, and Packets of the Board of Directors**)

Preserving Culture

- **Historic Preservation Project/Program Files.** The commission is charged with the responsibility of promoting historic preservation throughout the lower Chattahoochee Valley of Alabama and Georgia. From time to time, the commission may engage in various historic preservation projects/programs designed to fulfill its obligations. Projects/programs may include, but are not limited to, the following:

(1) Chattahoochee Valley Threatened Landmark Program – The commission identifies threatened landmarks in its service region and offers small grants to property owners to undertake critical renovation work. The commission may also assist property owners in locating other sources of funding for their landmarks.

(2) Chattahoochee Indian Heritage Center – The commission helped form the Chattahoochee Indian Heritage Association in 1988 as a non-profit organization to spearhead the development of the Chattahoochee Indian Heritage Center at Fort Mitchell, Alabama. The project was completed in 2002.

(3) Folklife Program – In 1991 the commission established a Folklife Program under the direction of a contract folklorist. Over the years, regional folklore related books have been published and a Chattahoochee Valley folklife exhibition has been displayed at several Alabama and Georgia venues. The program has been designated by the Library of Congress as an official partner in the Veteran’s History Project, an important national endeavor to recognize and record the service and personal recollections of Americans who served the country in time of war.

(4) Historical Marker Program – The commission initiated a Historical Marker Program in 1978 to assist local historical organizations with the funding of roadside plaques designed to commemorate important people, places, and events.

(5) Rural Architectural Survey Project. The commission conducted, along with other entities, from 1989 to 1997 a series of rural architectural structure surveys of historic residential buildings in selected counties of Alabama and Georgia.

All files may contain contracts, correspondence, maps, memos, notes, photos, reports, work products, and other related documents. These files should be preserved permanently for historical research and reference purposes. (RDA page 3-2) (**Bibliographic Title: Historic Preservation Project/Program Files**)

Promoting Tourism

- **Audio/Video Materials and Photographs.** These are either produced or gathered by the commission staff for use in its promotional publications and newspaper articles. They should

be kept for historical research and tourism promotion use. (RDA page 3-2) (**Bibliographic Title: Audio/Video Materials and Photographs**)

- **Scholarly Publication Files.** This series consists of correspondence, photographs, contracts, cover art, and final bound copies of books produced or supported by the commission in agreement with various publishers. (RDA page 3-3) (**Bibliographic Title: Scholarly Publication Files**)
- **Tourism Promotional Publications and Publicity Files.** The commission prepares and distributes pamphlets, brochures, maps, mini-guides, activity announcements, newsletters, calendars of events, news releases, directories, and other related materials to promote tourism and activities in the commission’s service area. (RDA page 3-3) (**Bibliographic Title: Tourism Promotional Publications and Publicity Files**)

Acquiring/Disposing of Property/Funds

- **Approved Seed Grant/ Matching Grant Program Files.** The Seed Grant/ Matching Grant Program has been established to assist in the funding and development of various tourism and preservation projects in the Chattahoochee Trace area of Alabama and Georgia. This program provides assistance to qualified non-profit organizations or agencies within the eighteen-county region promoted by the commission. Grants are provided on a 50/50 matching basis and serve as “seed monies” for projects deemed worthwhile by the commission. Examples of projects may include the publication of travel brochures/posters, production of audio/video materials, placement of billboards/signs, archaeological excavations, cemetery restoration work, renovation of historic buildings, and historic site surveys. This series consists of completed grant application packets, review information by the commission’s Matching Grant Committee, letters of agreements, correspondence, supporting documents, and samples of the finished products (such as books, brochures, posters, videos, CDs, etc.). The commission maintains files of all funded projects as a documentation of one of its main responsibilities. (RDA page 3-3) (**Bibliographic Title: Approved Seed Grant/ Matching Grant Program Files**)

Administering Internal Operations

- **Website.** The commission has a website at: www.hcc-al-ga.org. Subject categories on the web include commission functions, calendars of events, various publications, online applications for membership, tour information, resources, and an online store. The website should be preserved as it serves as an important medium for communication with the public. (RDA page 3-4) (**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

Historic Chattahoochee Commission

Promulgating Rules and Regulation

1. Meeting Agendas, Minutes, and Packets of the Board of Directors of the Historic Chattahoochee Commission

Preserving Culture

1. Historic Preservation Project/Program Files

Promoting Tourism

1. Audio/Video Materials and Photographs
2. Scholarly Publication Files
3. Tourism Promotional Publications and Publicity Files

Acquiring/Disposing of Property /Funds

1. Approved Seed Grant/Matching Grant Program Files
2. Annual Membership Meeting Files*

Administering Internal Operations

1. Website
2. 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.

Historic Chattahoochee 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 Historic Chattahoochee Commission. The RDA lists records created and maintained by the Historic Chattahoochee Commission 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 Historic Chattahoochee 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 Historic Chattahoochee Commission's 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 Historic Chattahoochee 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.

** denotes agency vital records, defined as records required to carry on its essential operations, to protect its legal and financial interests, and to assist in its recovery during a period of emergency or natural disaster.

■ Promulgating Rules and Regulations

MEETING AGENDAS, MINUTES, AND PACKETS OF THE BOARD OF DIRECTORS OF THE HISTORIC CHATTAHOOCHEE COMMISSION**

Disposition: PERMANENT RECORD.

Internal Committee Meeting Minutes/Notes

Disposition: Temporary Record. Retain 5 years.

Board of Directors Appointment Files**

Disposition: Temporary Record. Retain 5 years after the term is expired.

Recordings of Meetings

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

■ Preserving Culture

HISTORIC PRESERVATION PROJECT/PROGRAM FILES

Disposition: PERMANENT RECORD.

■ Promoting Tourism

AUDIO/VIDEO MATERIALS AND PHOTOGRAPHS

Disposition: PERMANENT RECORD.

SCHOLARLY PUBLICATION FILES
Disposition: PERMANENT RECORD.

Working Files of Scholarly Publications
Disposition: Temporary Record. Retain 3 years after publication of books.

TOURISM PROMOTIONAL PUBLICATIONS AND PUBLICITY FILES
Disposition: PERMANENT RECORD.

Working Files of Tourism Promotional Publications
Disposition: Temporary Record. Retain until the completion of the publication.

Commission Membership Files**
Disposition: Temporary Record. Retain until the member becomes inactive.

Annual Membership Meeting Files
(A) Meeting Registration Forms
Disposition: Temporary Record. Retain until the completion of the meeting.

(B) OTHER MEETING FILES
Disposition: PERMANENT RECORD. Retain in Office.

Annual Membership Meeting Silent Auction Donation Files
Disposition: Temporary Record. Retain 7 years after end of the fiscal year in which the records were created.

Commission Store Books/Prints Inventory and Sale Records
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Acquiring/Disposing of Property /Funds

APPROVED SEED GRANT/ MATCHING GRANT PROGRAM FILES
Disposition: PERMANENT RECORD.

Seed Grant/Matching Grant Program Files (Disapproved)
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Real Property/Building Ownership Records
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the property was sold.

■ **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.

Administrative Subject/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 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)

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 by supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

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

Records documenting routine grant related activities and compliance with grant program requirements**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the project was closed.

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

Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.

Managing Human Resources:

Records documenting payroll (e.g. pre-payroll reports, payroll check registers, and other related reports or records)**

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

Records documenting payroll deduction authorizations**

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

Records documenting payroll deductions for tax purposes**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal 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.

Records of employee final leave status**

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

Records documenting an employee's work history - generally maintained as a case file**

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

Equal Employment Opportunity Complaint Files

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

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 3 years after the 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 Records

Disposition: Temporary Record. Retain 6 years after termination of lease.

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 Historic Chattahoochee 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 (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in October 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 maintains records solely in electronic format, it should employ an electronic records management system that is capable of tying retention and disposition instructions to records in the system and of purging temporary records when their retention periods expire. The agency is committed to funding any system upgrades and migration strategies necessary to ensure its records' preservation and accessibility for the periods legally required.
- 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 November 5, 2008.

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

Date

Receipt acknowledged

Douglas C. Purcell, Executive Director
Historic Chattahoochee Commission

Date