

Alabama Liquefied Petroleum Gas Board

Functional Analysis & Records Disposition Authority

**Presented to the
State Records Commission
April 18, 2003**

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Functional and Organizational Analysis of the Alabama Liquefied Petroleum Gas Board

Sources of Information

Representatives of the Alabama Liquefied Petroleum Gas Board
Code of Alabama 1975, Sections 9-17-100 through 9-17-125
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, Sections 530-X-1 through 530-X-2
Alabama Liquefied Petroleum Gas Board Audit Report (1999-2001)
Alabama Government Manual (2002)
Alabama Liquefied Petroleum Gas Board Record Retention Schedule

Historical Context

The Alabama Liquefied Petroleum Gas Board was created in 1965. Prior to the creation of the current board, the duties were carried out by the Alabama Liquefied Petroleum Gas Commission which existed from 1951 to 1964. Before 1951, the U.S. Department of Commerce exercised regulatory responsibilities in relation to this industry.

Agency Organization

The Alabama Liquefied Petroleum Gas Board is composed of seven members. Three serve on an ex-officio basis. These ex-officio members are the state fire marshal, the director of public safety, and the president of the public service commission. The rest of the board members are appointed by the governor. The members appointed by the governor are representatives of the four geographic regions of the state: the southeast, northeast, northwest, and the southwest. Non ex-officio members must be residents in Alabama for at least five years and actively engaged in the retail distribution of liquefied petroleum. The board appoints an administrator who serves as the board's executive officer. The board elects its chairman and vice-chairman at the board's first regular meeting of the year. Meetings are held at least on a quarterly basis. If a vacancy on the board occurs, the administrator calls for an election to fill the vacancy.

The board also has an advisory committee to carry out various duties, especially research and

development of liquefied petroleum gas. The Liquefied Petroleum Gas Research and Education Advisory Committee is comprised of five members. The chair of the board also serves as chair of the committee. Two members are members of the liquefied petroleum gas industry appointed by the board chair. The other members must consist of either a dealer or a dealer's manager who is a member of the Alabama Propane Gas Association appointed by the association's board of directors. An organizational chart is attached.

Agency Function and Subfunctions

The mandated function of the board is to regulate the safe handling, distribution, storage, and transportation of liquefied petroleum gas and to issue permits in the business of selling liquefied petroleum gas. The board issues Liquefied Petroleum Gas Motor Fuel decals for vehicles that use liquefied petroleum gas as a motor fuel. The board also inspects storage plants, equipment, and vehicles. It is one of the agencies responsible for performing the Regulatory 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 selling, storage, and transportation of liquefied petroleum gas. The board also develops 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.

- **Issuing Permits.** The board issues ten types of permits. The permits cover the distribution, storage, and sales of liquefied petroleum gas as stated in the Code of Alabama, 1975, Section 9-17-105. In order to apply for any of the ten permits, an applicant must submit an application and proof of insurance coverage required for the permit as well as other supporting documentation required by the board. Once the permit has been issued, the permit holder must conform with all the rules and regulations of the board. All permits are renewed annually. Any applicant who has been denied a permit may resubmit another application to the board and it will be reviewed as a new application

Each permit holder must request a copy of a Code Familiarization Review Examination for the permit holder's employees. The examination tests on the relevant regulations in the Code of Alabama and any laws regarding liquefied petroleum gas. This examination must be administered within at least the first 90 days of employment and before the employee is given any unsupervised work. The employee retakes the examination only if they get hired by a new employer. Completed examinations are returned to the board for reference.

- **Enforcing.** The board's administrator and inspectors are designated as peace officers and

are given the power of peace officers and deputy sheriffs. The administrator and inspectors can issue warning tickets and uniform traffic citations, and arrest any violators who disregard laws pertaining to liquefied petroleum gas or any activity that is under the board's jurisdiction. Another duty of the inspectors is to inspect storage plants, equipment, and liquefied petroleum gas-powered motor vehicles. All permit holders are required by law to report to the board any incident involving liquefied petroleum gas cargo vehicles and any other complaint related to liquefied petroleum gas. These notices must be given to the board within five days of the incident. The administrator of the board determines whether or not liquefied petroleum gas is the contributing factor to the incident. At this point, an investigation is held to make sure that all facts about the incident are in compliance with the rules and regulations of the board. The board issues a written directive order to anyone who violates a cease and desist order. The accused may choose to have the circuit court review the case. Further appeals may be made to the Court of Civil Appeals.

- **Registering Vehicles.** Any person in Alabama driving a vehicle that uses liquified petroleum as fuel must be registered with the board. The owner must complete an application and submit a flat fee based on the type of vehicle registered. Once the application and fee have been received by the board, the applicant is given a decal to be displayed on his/her vehicle. The decal must be renewed by the decal holder on an annual basis. Any driver who is registered out of state must pay fees to the board if s/he buy any liquefied petroleum gas in Alabama.

- **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; 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 Liquefied Petroleum Gas Board

Agency Record Keeping System

The Liquefied Petroleum Gas Board operates a hybrid system composed of paper and electronic records.

Computer Systems: The Alabama Liquefied Petroleum Gas Board utilizes Microsoft Access software to create and maintain the board's administrative records, such as fiscal planning and work schedules. The board also uses its database to maintain a list of permit and decal holders as well as assigning numbers to new permit and decal holders. The database also lists types of inspections, inspection results, and any inspection site that is condemned for non-compliance. The data is backed up nightly and the backup tapes are stored in a fireproof safe.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Liquefied Petroleum Gas Board: 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.

- **Code Familiarization Review Examination Files.** The permit holder requests a copy of a Code Familiarization Review Examination for each new employee. The permit holder or supervisor will proctor the examination certifying that the examinee completed the test under his/her supervision. The completed Code Familiarization Review Examination is submitted to the board. The board maintains this series for three years after the permit lapses.
- **Cylinder Filling/Exchange Stations (CFS/CES) Certification Files.** These files are created when certificates are registered to cylinder filling/exchange stations. These cylinder filling/exchange stations strictly deal with propane gas. This series contains information such as the application for certification and the inspection report if the station has ceased to exist. A new certification is registered when the owner of the station changes or the owner changes propane gas suppliers. Due to administrative needs, the recommended retention period is three years after the CFS/CES has been removed.
- **Consumer Condemn Notices Files.** These notices are created when the agency finds that a consumer has a liquefied petroleum gas system that is not operating correctly according to the agency's standards. Due to the legal needs of the agency, the recommended retention period is three years after the records were created.
- **Corporation/Company Condemn Notice Files.** These records are created when a company or corporation receives a condemn notice certifying that the facility does not meet the standards of the board. Due to the legal needs of the agency, the recommended retention

period is three years after the records were created.

- **Equipment Calibration Files.** These files are created in order to note the condition the equipment is in. Equipment calibration is carried out every six months. The agency uses the calibrated equipment to test the air for certain types of gases in order to ensure air quality. These files are maintained as proof that the equipment is in working condition in case it is needed in litigation. The recommended retention period is three years after the records were created.
- **Out of Business Industrial Facility Files.** These files are created when an industrial facility goes out of business. In response to the closure, staff members of the board conduct a general inspection to make sure all types of equipment have been properly removed . These files include the inspection reports created after the inspection. The recommended retention period is three years after the facility closes.

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

Promulgating Rules and Regulations

- **Meeting Minutes and Orders of the Board.** The board retains meeting minutes and orders of the board. This series contains decisions on permits and other decisions made regarding rules and regulations in the liquefied petroleum gas industry that are not found elsewhere. (RDA page 3-2) **(Bibliographic Title: Meeting Minutes)**
- **Meeting Minutes and Orders of the Liquefied Petroleum Gas Research and Education Advisory Committee.** These are meeting minutes created by the Liquefied Petroleum Gas Research and Education Advisory Committee. This committee is responsible for industry-wide development and research activities. This series documents the results of research by the committee. (RDA page 3-2) **(Bibliographic Title: Meeting Minutes of the Liquefied Petroleum Gas Research and Education Advisory Committee)**

Administering Internal Operations:

- **Publications.** The board publishes pamphlets for public distribution. Publications should

be retained because they document all professional rules and procedures governing the liquefied petroleum gas retail industry in Alabama. Articles are submitted to the Alabama Propane Gas Association for publication. These articles are designed to communicate with the public about the activities and duties of the board, as well as safety issues, and are submitted on a monthly basis. Often, the articles contain a summary of the meeting minutes. (RDA page 3-3) **(Bibliographic Title: State Publication)**

- **Website.** The board has a website at: www.lpgb.state.al.us. Information on the web includes a list of board members and staff, rules and regulations, related laws, application procedures, and various forms. The suggested retention is to preserve a complete copy of the website annually or as often as significant changes are made. (RDA page 3-4) **(Bibliographic Title: Website)**
- **Administrative Correspondence.** This series contains letters regarding official business between the board and other state agencies such as when the board requests the governor lifts the driver's hours during emergencies. (RDA page 3-4) **(Bibliographic Title: Correspondence)**

Permanent Records List Alabama Liquefied Petroleum Gas Board

Promulgating Rules and Regulations

1. Meeting Minutes and Orders of the Board
2. Meeting Minutes and Orders of the Liquefied Petroleum Gas Research and Education Advisory Committee

Administering Internal Operations

1. Publications
2. Web Sites
3. Administrative Correspondence

Alabama Liquefied Petroleum Gas Board 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 Alabama Liquefied Petroleum Gas Board. The RDA lists records created and maintained by the Alabama Liquefied Petroleum Gas Board 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 Alabama Liquefied Petroleum Gas Board 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 Alabama Liquefied Petroleum Gas Board'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 records and records-related materials need not be retained as records under the disposition requirements in 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; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become

obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, 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 agency social activities. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Alabama Liquefied Petroleum Gas Board 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 MINUTES AND ORDERS OF THE BOARD

Disposition: PERMANENT RECORD.

MEETING MINUTES AND ORDERS OF THE LIQUEFIED PETROLEUM GAS RESEARCH AND EDUCATION ADVISORY COMMITTEE

Disposition: PERMANENT RECORD.

■ Issuing Permits

Liquefied Petroleum Gas Permit Files

Disposition: Temporary Record. Retain 5 years after permit lapses.

Code Familiarization Review Examination Files

Disposition: Temporary Record. Retain 3 years after permit lapses.

Certificates of Insurance

Disposition: Temporary Record. Retain 5 years after the records were created.

Cylinder Filling/Exchange Stations (CFS/CES) Certification Files

Disposition: Temporary Record. Retain 3 years after the CFS/CES facility is removed.

Out of Business Industrial Facility Files

Disposition: Temporary Record. Retain 3 years after facility closes.

Permit Renewal Notice Files

Disposition: Temporary Record. Retain 3 years after the records were created.

Retail Delivery Vehicle Meter Calibration Certificate Files

Disposition: Temporary Record. Retain 1 year after replaced with current calibration.

Hydrostatic Test Certificates of Cargo Tanks

Disposition: Temporary Record. Retain until superseded.

■ **Enforcing**

Inspection Files

Disposition: Temporary Record. Retain 5 years after the records were created.

Investigation Files

Disposition: Temporary Record. Retain 5 years after the investigation is completed.

Equipment Calibration Files

Disposition: Temporary Record. Retain for 3 years after the records were created.

Consumer Condemn Notice Files

Disposition: Temporary Record. Retain 3 years after the records were created.

Company/Corporation Condemn Notice Files

Disposition: Temporary Record. Retain 3 years after the records were created.

Non-Traffic Uniform Citation Files

Disposition: Temporary Record. Retain 3 years after the records were created.

Uniform Traffic Citation Files

Disposition: Temporary Record. Retain 3 years after the records were created.

Liquefied Petroleum Gas Bulk Plants Site Plan Files

Disposition: Temporary Record. Retain 3 years after the facility is removed.

Cease and Desist Correspondence

Disposition: Temporary Record. Retain 3 years after the records were created.

Liquefied Petroleum Gas Motor Fuel Certifications

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

■ **Registering Vehicles**

Motor Fuel Decal Renewal Card Files

Disposition: Temporary Record. Retain 3 years after the records were created.

Motor Fuel Decal Citation Files

Disposition: Temporary Record. Retain 3 years after the records were created.

■ **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.

PUBLICATIONS

Disposition: PERMANENT RECORD.

ADMINISTRATIVE CORRESPONDENCE

Disposition: PERMANENT RECORD.

Routine Correspondence

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

Board Members Appointment Letters

Disposition: Temporary Record. Retain 6 years after the records were created.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Attorney General Formal Legal Opinion

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, 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.

Liquefied Petroleum Gas Dealer's Fee Reports

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

Liquefied Petroleum Gas Distributor Fee Reports

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

were created.

Liquefied Petroleum Gas Industrial Fee Reports

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

Monthly Out of State Motor Fuel Reports

Disposition: Temporary Record. Retain 3 years after the 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.

Records documenting sick leave donations

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

Records of final leave status (Cumulative leave)

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.

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 the employee from the agency.

Inspector's Weekly Activity Reports
Disposition: Temporary Record. Retain for useful life.

Records Documenting agency provision of training and professional development
Disposition: Temporary Record. Retain 3 years.

Equal Employment Opportunity Complaint Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Inspector's Monthly Performance Reports
Disposition: Temporary Record. Retain 3 years after records were created.

Inspector's Proposed Itinerary
Disposition: Temporary Record. Retain 1 year after records were created.

Managing Properties, Facilities, and Resources:

Semiannual Inventory Lists
Disposition: 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.

Records documenting the lease or rental of office or warehouse space for the department
Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Records documenting the use, maintenance, ownership, insurance and disposition of vehicles owned by the agency.
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the vehicle was removed from the property inventory.

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 Alabama Liquefied Petroleum Gas Board (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.

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 18, 2003.

Edwin C. Bridges, Chairman
State Records Commission

Date

Receipt acknowledged:

Barnie E. Gilliland, Administrator
Alabama Liquefied Petroleum Gas Board

Date
