

MINUTES
STATE RECORDS COMMISSION
October 27, 2010

The State Records Commission met on Wednesday, October 27, 2010, at 10:00 a.m. in the Regions Board Room at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Matt Bledsoe, representing the Attorney General; Reagan Grimsley, representing Auburn University; Gail Traylor, representing the Examiner of Public Accounts; Dwan Mason, representing the Department of Revenue; Rebecca Morris, representing the Secretary of State; and John Giggie, representing the University of Alabama. Also present were Melisa Martin and Shawn Missildine of the Attorney General's Office; Diane Scott and Amy Connally of the Retirement Systems of Alabama; Christ Davidson of the Department of Transportation; Kenyetta Simons of the Department of Revenue; and Steve Simpson and Cindy Pitts of the Department of Rehabilitation Services.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, Christine Garrett, and Frank Brown.

Ed Bridges called the meeting to order at 10:00 a.m. He confirmed the presence of a quorum for the meeting, and noted that the meeting had been properly announced as required by the Alabama Open Meetings Law. In his opening remarks, Dr. Bridges summarized the purpose, responsibility, and composition of the commission, and welcomed those present.

Tracey Berezansky announced the draft Records Disposition Authority (RDA) for the Office of Prosecution Services would be moved to the January meeting as its director was unable to attend the meeting this time. A motion to accept the revised meeting agenda was made by Matt Bledsoe, and seconded by Rebecca Morris. The motion was unanimously approved.

A motion to approve the minutes of the April 28, 2010, meeting was made by Matt Bledsoe, and seconded by Gail Traylor. The minutes were approved by a unanimous vote.

New Business

1. Agency Annual RDA Implementation Monitoring Reports for July (copy attached)
2. Agency Annual RDA Implementation Monitoring Reports for October(copy attached):

Ed Bridges stated that the main goal of the Annual RDA Implementation Monitoring Reports is to remind agencies to use their RDAs. In order to provide all agency records liaisons with more training and updates on records management, Tracey Berezansky told the commission members that the staff of the Department of Archives and History plan to implement an annual records liaison training session, beginning in the spring of 2011, to discuss, among other things, the gap between permanent records transferred to the Archives and those that are still retained in the agencies that could be transferred to the Archives. The Government Records Division staff also plan to work with agency heads to educate them of the value of their agencies' RDAs and how the Archives and the State Records Commission can help them manage their records.

Ed Bridges asked Richard Wang to give a report on the Archives' efforts in preserving the important records created by constitutional officers and governor's cabinet members at the end of the quadrennium. Dr. Wang told the commission that Government Records Division staff had met with the staff members of a number of the constitutional offices, including the Governor's Office, regarding the best way to preserve and transmit their records to the Archives. A letter from Dr. Bridges was sent to the Governor's Office to use in contacting all cabinet members regarding the preservation and transmittal of their records to the Archives. Dr. Wang reported that the Governor's Office has begun transmitting its records to the Archives.

Dr. Wang reported on the Agency Annual RDA Implementation Monitoring Reports for July (the July meeting was canceled) and October.

Dr. Wang reported that thirty-three state agencies were scheduled to submit their annual implementation monitoring reports to the commission for the quarter ending in July. Thirty-two agencies submitted their reports. A summary report outlining the records management activities of those agencies was presented in the meeting packet to the commission for review.

Agencies that submitted reports are: Department of Archives and History; State Records Commission/Local Records Commission; Alabama Medicaid Agency; Licensing Board for General Contractors; Alabama Board of Medical Examiners/Medical Licensure Commission; Department of Rehabilitation Services; Alabama School of Mathematics and Science; Department of Insurance; Alabama State Board of Occupational Therapy; Alabama Alcoholic Beverage Control Board; Home Builders Licensure Board; Alabama Peace Officers Standards and Training Commission; Board for Registration of Architects; Board of Examiners in Counseling; Alabama Criminal Justice Information Center; Department of Public Safety; Alabama Surface Mining Commission; Alabama Public Library Service; Department of Forensic Sciences; Board of Examiners of Landscape Architects; Board of Home Medical Equipment Services Providers; Alabama Onsite Wastewater Board; Alabama Electronic Security Board of Licensure; Alabama Department of Transportation; Board of Prosthetists and Orthotists; Alabama Emergency Management Agency; Alabama State Board of Respiratory Therapy; Legislative Reference Service; Alabama State Council on the Arts; Division of Purchasing, Department of Finance; Soil and Water Conservation Committee; and Board of Court Reporting.

The agency that has not yet submitted its report is the Senior Citizens Hall of Fame.

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Agencies that submitted reports are: Board of Licensure for Professional Engineers and Land Surveyors; Board of Social Work Examiners; Alabama State Bar; Alabama Department of Conservation and Natural Resources; Alabama Board of Cosmetology; Alabama Board of Pardons and Parole; Alabama State Board of Public Accountancy; Alabama State Board of Chiropractic Examiners; Alabama Real Estate Appraisers Board; Department of Veterans Affairs; Alabama Board of Heating and Air Conditioning Contractors; Alabama State Board of Registration for Interior

Design; State Pilotage Commission; Alabama Historical Commission; Department of Labor; Bureau of Tourism and Travel; Board of Veterinary Medical Examiners; Board of Licensure for Professional Geologists; Board of Massage Therapy; Alabama Board of Podiatry; Board of Examiners of Assisted Living Administrators; Department of Examiners of Public Accounts; State Ethics Commission; Office of Secretary of State; Joint Fiscal Committee/Legislative Fiscal Office; Alabama Board of Examiners for Speech-Language Pathology and Audiology; Alabama Forestry Commission; Choctawhatchee, Pea, and Yellow Rivers Watershed Management Authority; Historic Chattahoochee Commission; and Governor's Office on Disability.

Agencies that have not yet submitted reports are: the Alabama Licensure Board for Interpreters and Translators; Governor's Office of Faith Based and Community Initiatives; and President Pro Tempore of the Senate.

Ed Bridges informed the commission that there will be a SRC background orientation session for interested commission members at 9 a.m. on January 26, 2011 (the date of the next commission meeting). Topics covered at the meeting will include history and theories regarding records appraisal.

3. State Records Commission Annual Awards for 2010

Richard Wang reported that invitations for nomination and application for the 2011 award were sent to all state agencies, colleges, and universities in September. Several agencies are working on their applications but no applications have been submitted yet. The deadline is November 1. Tom Turley informed commission members that reminders had been sent on October 27.

Records Disposition Authorities (Revision)

Ed Bridges suggested that instead of voting on each revision, the commission voted on all four after reviewing them. The commission members agreed.

1. Office of the Attorney General (copy attached)

Richard Wang told the commission members the revision to the Attorney General RDA consisted of minor language changes to reflect changes in the law.

2. Alabama Criminal Justice Information Center (CJIC) (copy attached)

Dr. Wang stated this was a major revision and explained the agency had formed a committee to update their RDA. The results of the committee included a number of changes and new additions to the RDA. In addition, general administrative provisions approved by SRC previously were also incorporated into the revised RDA.

3. Board of Heating, Air Conditioning, and Refrigeration Contractors (copy attached)

Dr. Wang stated this was a minor revision, mainly made to reflect the change in the agency's name.

4. University System (copy attached)

Dr. Wang explained this revision came from a request from Auburn University, but a memo on the revision will be sent to all public universities updating them on the change.

Reagan Grimsley asked for updates on the Archives' approach to electronic records. Tracey Berezansky gave a brief overview of the PeDALS project and Archive-It. Archives' staff actively participate in both projects that are designed to better manage electronic records.

A motion to approve the four RDA revisions was made by John Giggie, seconded by Rebecca Morris, and unanimously approved by the commission.

Records Disposition Authorities (New)

1. Alabama Housing Finance Authority (AHFA) (copy attached):

A motion to approve the RDA was made by Gail Traylor, seconded by Matt Bledsoe, and unanimously approved by the commission.

2. Retirement Systems of Alabama (copy attached):

Richard Wang introduced and thanked Diane Scott (CFO) and Amy Connally (agency attorney) for their support and assistance with the development of this RDA. A motion to approve the RDA was made by Gail Traylor, seconded by Dwan Mason, and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for Wednesday, January 26, 2011, at 10:00 a.m. For planning purposes, the April meeting of the commission is scheduled for Wednesday, April 27, 2011.

Dr. Bridges declared the meeting adjourned at 10:35 a.m.

Christine Garrett, Government Records Division Archivist
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission