

**Alabama School of Fine Arts**

**Functional Analysis  
&  
Records Disposition Authority**

**Presented to the  
State Records Commission  
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# **Functional and Organizational Analysis of the Alabama School of Fine Arts**

## **Sources of Information**

Representatives of the Alabama School of Fine Arts  
Code of Alabama 1975, Sections 16-26B-1 through 8; Sections 16-28-1 through 24  
Alabama Government Manual (2006), page 295  
Alabama School of Fine Arts Website  
Alabama School of Fine Arts Audit Reports  
Government Records Division, State Agency Files (1989-ongoing)

## **Historical Context**

The Alabama High School of Fine Arts began with a group of Birmingham arts community leaders, who acquired discretionary funding from Governor Lurleen Wallace in 1968 to support after-school instructional programs based in community arts agencies. In 1971, the Legislature approved a resolution (House Joint Resolution 145, Act No. 1203) formally establishing the school. It was the intent of the Legislature to establish an independent, partially residential, school in which to provide a challenging educational experience for talented and gifted students to develop their potential. The school, recognized as an instrument of the Alabama Public School System, was the second state-supported public fine arts school established across the nation. During the Legislative session of 1973, the name of the school was changed to the Alabama School of Fine Arts, thus allowing the school to enroll more students through a wider range of grades.

In 1974, after a year at Samford University, the school moved to Birmingham-Southern College, where it consolidated five arts programs and a core academic program, staffed in part by the Birmingham Public Schools. In 1976, the school moved to its own temporary campus in downtown Birmingham, where it established a private, non-profit support foundation to raise private funding to build an all-new campus complex. In 1992, the Legislature approved a new law providing more specific authorization for the school. The next year, the school moved into its new \$10 million facility at the heart of Birmingham's Cultural District. In 2003, the school was separated from the Birmingham City Board of Education to become its own school system within the State of Alabama. Upon passage of Act No. 2006-555 in 2006, certain talented students enrolled at the school are exempted from up to three (3) units of study required by the State Department of Education for high school graduation.

## **Agency Organization**

The Alabama School of Fine Arts (hereafter referred to as ASFA or the School) is governed by a Board of Trustees composed of at least seventeen (17) citizens of good standing who have shown themselves to be exponents of the cultural advancement of youth, and who are appointed by the State Superintendent of Education, with the consent of the State Board of Education. At least one member

is required to represent each of the following disciplines: dance, creative writing, music, theater arts, visual arts, and academics. In addition, one member shall be a member of the professional arts staff of the State Department of Education. Members serve four-year staggered terms and are chosen from the public-at-large. The Board of Directors employs an executive director as chief administrative officer to oversee the day-to-day activities of the school. ASFA also hires teachers and support personnel as needed to operate the school.

## **Agency Function and Subfunctions**

The mandated function of the Alabama School of Fine Arts is to identify and develop the abilities of Alabama 7<sup>th</sup> to 11<sup>th</sup> grade students talented in the arts. The school is one of the agencies primarily responsible for carrying out the Education subcategory of the Client Services function of Alabama government. In the performance of its mandated function, the Alabama School of Fine Arts may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** Code of Alabama 1975, Section 16-26B-5, authorizes the Board of Trustees of the school to “adopt, amend, or repeal rules, regulations, and policies that are necessary or proper for the conduct of the business of the board or necessary for the efficient operation of the school,” “prescribe the qualifications and provide for the certification of teachers,” and “adopt rules and regulations under which faculty members may become permanent employees of the school.”
- **Recruiting and Admitting.** All interested students entering 7<sup>th</sup> through 11<sup>th</sup> grade may apply for admission to their desired course of study. Decisions are based on auditions, interviews with the faculty and administration, and a battery of academic achievement tests. A recruiter is on staff with the school to encourage gifted school students to apply for enrollment. The school also publishes flyers, brochures, and a course catalog to aid in recruiting.
- **Documenting Attendance.** Code of Alabama 1975, Sections 16-28-1 through 24, provides for a mandatory attendance policy by the State Board of Education and requires all schools to adhere to the policy. In order to enforce the provisions of the Code, all schools document student attendance, withdrawals from school, and excused absences of students from classes.
- **Assessing Performance.** The school assesses student performance in accordance with state law and the policies of its Board of Trustees. Methods of evaluating and reporting the progress of pupils facilitate each student’s learning, encourage the growth of self-confidence and motivation, and portray student competence in prescribed skills.
- **Providing Student Transportation, Housing, and Activities.** The school provides dormitory housing for enrolled students who live too far away to commute. A dorm director and head resident advisor oversee the activities taking place within the dormitory. The school also operates a cafeteria that serves three meals a day in addition to healthy

snacks. A Child Nutrition Supervisor manages the staff, the meals, and the lunch accounts of students. All faculty are responsible for the safety of students in the school. A full-time nurse is on duty and additional security is hired to cover evening hours.

- **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 Alabama School of Fine Arts

## Agency Record Keeping System

The Alabama School of Fine Arts currently operates a hybrid record keeping system composed of paper and electronic records.

**Paper-based Systems:** The school creates and stores its paper records on-site in filing cabinets and/or in a storage room. Official transcripts for graduates are stored in a fireproof filing cabinet.

**Computer Systems:** Some school records (demographic information, schedules, and attendance) are also kept in the Student Information System (known as iNOW) as mandated by the State of Alabama. Financial records are maintained in Quickbooks while Child Nutrition account records are stored in PCS Revenue Control System. The school operates a virtual server farm onsite. Data is stored on several servers and backed up daily to an offsite location. The school has a website at: [www.asfa.k12.al.us](http://www.asfa.k12.al.us), which operates through the Alabama Supercomputer Network.

## Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Alabama School of Fine Arts: 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. Some of the temporary records created by the agency are discussed below:

- **Student Health and Medical Care Records .** Code of Alabama 1975, Section 6-5-482, requires “all actions against physicians, surgeons, dentists, medical institutions, or other health care providers for liability, error, mistake, or failure to cure, must commence within two years after the act; provided that if the cause of action is not discovered and could not have reasonably been discovered within such period, then the action may commence within six months from the date of such discovery or the discovery of facts which would reasonably lead to such discovery, whichever is earlier; provided further, than in no event may the action commence more than four years after such an act.” A period of seven (7) years after the student’s last date of attendance covers this statute of limitations on the school’s liability for medical treatment.

**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.** The board is obligated

to hold a minimum of three regular meetings each year. The meeting agendas, minutes, and supporting packets of these meetings are necessary to document the actions of the board and its members. These records are the best source of information about the functions of the board and the creation of its policy. (RDA page 3-2) (**Bibliographic Title: Meeting Agendas, Minutes**)

- **Board of Trustees Policies and Procedures.** Code of Alabama, Section 16-26B-5 (5) authorizes the Board of Trustees to “adopt, amend, or repeal rules, regulations, and policies necessary or proper for the conduct of the business of the school board and the school.” These records document the policies and procedures approved by the Board of Trustees for the school. (RDA page 3-2) (**Bibliographic Title: Policy and Procedures**)

#### **Recruiting and Admitting:**

- **Documentation of Selection and Placement Requirements.** These documents provide core documentation of admission criteria and program elements and requirements. They may include admission procedures, eligibility and acceptance guidelines, and other related materials. (RDA page 3-2)

#### **Assessing Performance:**

- **Student Records.** These records document a student’s successful matriculation through the Alabama School of Fine Arts. Information contained in these files includes, but is not limited to, identifying data, health/immunization data, standardized test scores, writing assessment results, cumulative card, legal records, final report card, and graduation/determination data. The requirements for maintaining these records are professional practices that derive from the American Association of Collegiate Registrars and Admissions Officers to ensure standardized record keeping and retention for student records documenting attendance, achievement, and graduation. (RDA page 3-3)

#### **Administering Internal Operations:**

- **Informational Publications** These publications document the school’s efforts in communicating with the public regarding information on the activities, academics, and organization of the school. Publications include, but are not limited to, school catalogs, news releases, student handbooks, school yearbooks, student newspapers, promotional brochures and flyers, alumni publications, and school publications directed at parents. (RDA page 3-7) (**Bibliographic Title: State Publications**)
- **School History Files.** These records may include scrapbooks, newspaper clippings, photographs, audio/video recordings, and volumes compiling historical information about the school. (RDA pg. 3-7) (**Bibliographic Title: School History Files**)

- **Website.** The school maintains a website at: [www.asfa.k12.al.us](http://www.asfa.k12.al.us). Information on the website includes school history, organization, admission procedures, news, calendars, alumni association, and school contact data. The website should be preserved as it serves as an important medium for communication with the public. (RDA pg. 3-7) (**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. (RDA pg. 3-10)

## **Permanent Records List**

### **Alabama School of Fine Arts**

#### **Promulgating Rules and Regulations:**

1. Meeting Agendas, Minutes, and Packets of the Board of Directors
2. Board of Trustees Policies and Procedures

#### **Recruiting and Admitting:**

- \*1. Documentation of Selection and Placement Requirements

#### **Assessing Performance:**

- \*1. Student Records

#### **Administering Internal Operations:**

1. Informational Publications
2. School History Files
3. Website
- \*4. 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.)

# Alabama School of Fine Arts 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 School of Fine Arts. The RDA lists records created and maintained by the Alabama School of Fine Arts 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 Alabama School of Fine Arts 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 School of Fine Arts 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 School of Fine Arts 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 BOARD OF TRUSTEES  
Disposition: PERMANENT RECORD.

BOARD OF TRUSTEE POLICY AND PROCEDURES  
Disposition: PERMANENT RECORD.

Recordings of Board Meetings  
Disposition: Temporary Record. Retain until the official minutes are adopted and signed.

Board of Trustees Appointment Records  
Disposition: Temporary Record. Retain 3 years after the end of the year in which the term in office is expired.

### **■ Recruiting and Admitting**

DOCUMENTATION OF SELECTION AND PLACEMENT REQUIREMENTS  
Disposition: PERMANENT RECORD. Retain in Office.

Recruitment Demographics  
Disposition: Temporary Record. Retain 5 years after the end of the year in which the records were created.

Admission Files  
Disposition: Temporary Record. Retain 3 years after student's last date of attendance.

Records of Applicants Not Attending  
Disposition: Temporary Record. Retain for useful life.

Summer Day Camp Records  
Disposition: Temporary Record. Retain for useful life.

## ■ Documenting Attendance

### Enrollment Reports

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

### Student Absence Records

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

### Student Check In/Out Logs

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

### Student Excuse Records

Disposition: Temporary Record. Retain until the end of the year in which the records were created.

### Student Withdrawal Forms

Disposition: Temporary Record. Retain 3 years after the student's last date of attendance.

### Student Transfer Records

Disposition: Temporary Record. Retain 3 years after the end of the year in which the student was transferred.

## ■ Assessing Performance

### STUDENT RECORDS

Disposition: PERMANENT RECORD. Retain in Office.

### Student Incident and Discipline Records

Disposition: Temporary Record. Retain 3 years after the student's last date of attendance.

### Student Drug Test Records

Disposition: Temporary Record. Retain until the student's last date of attendance.

### Faculty Grade Books and Support Documentation

#### 1. Grade Books:

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

#### 2. Support Documentation (Tests, Essays, etc.)

Disposition: Temporary Record. Retain 1 year after the end of the year in which the records were created.

#### Standardized Examination Records

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the scores were posted to student records.

#### Special Education Student Records

Disposition: Temporary Record. Retain 5 years after the end of the academic year in which the student was terminated from the program.

#### Alabama High School Graduation Examination (AHSGE) Records

1. Records of Students Who Have Passed the AHSGE by the End of Their 12<sup>th</sup> Grade

Disposition: Temporary Record. Retain 4 years after graduation.

2. Records of Students Who Have Failed the AHSGE by the End of Their 12<sup>th</sup> Grade

Disposition: Temporary Record. Retain 4 years after successful completion of the AHSGE or student's last attempt.

#### Requests for Transcripts

Disposition: Temporary Record. Retain 1 year.

#### Student Driver's License Enrollment Records

Disposition: Temporary Record. Retain 4 years.

#### Underage Student Work Permit Records

Disposition: Temporary Record. Retain 2 years.

#### Textbook Selection Committee Records

Disposition: Temporary Record. Retain 6 years.

### ■ Providing Student Transportation, Housing, and Activities

#### School Bus Driver Monthly Reports

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

#### School Bus Safety Inspection Records

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

#### State Department of Education School Bus Safety Inspection Records

Disposition: Temporary Record. Retain 3 years after the end of the year in which the bus was sold or transferred.

#### School Bus Accident Records

Disposition: Temporary Record. Retain 3 years after the end of the year in which the bus was sold or transferred.

Field Trip Authorization / Parental Permission Files

Disposition: Temporary Record. Retain 1 year.

Student Health and Medical Care Records

Disposition: Temporary Record. Retain 7 years after the student's last date of attendance.

Library Circulation Records

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

Student Dormitory Assignment Files

Disposition: Temporary Record. Retain until the end of the year in which the student graduated or 1 year after the student's last date of attendance.

Child Nutrition Program Operation Records

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

Parental Permission Forms for Off-Campus Trips

Disposition: Temporary Record. Retain until completion of off-campus trip.

Student Sign-Out Sheets

Disposition: Temporary Record. Retain 1 year after the end of the academic year in which the records were created.

Visitor's Logs

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

■ **Administering Internal Operations**

**Managing the Agency:**

INFORMATIONAL PUBLICATIONS

Disposition: PERMANENT RECORD.

SCHOOL HISTORY FILES

Disposition: PERMANENT RECORD.

WEBSITE

Disposition: PERMANENT RECORD.

Legal Case Files

Disposition: Temporary Record. Retain 6 years after the end of the year in which the case is closed.

Routine Correspondence

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

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Printing Service Request Files

Disposition: Temporary Record. Retain until receipt of printed material.

Printing Negatives and Plates

Disposition: Temporary Record. Retain for useful life.

Mailing Lists and Shipping Records

Disposition: Temporary Record. Retain for useful life.

Telephone Logs/Calendars

Disposition: Temporary Record. Retain 1 year.

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.

**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 7 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 7 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 7 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 7 years after expiration of the contract.

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 3 years after the end of the fiscal year in which the bids were opened.

Agency Audit Reports

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

### **Managing Human Resources:**

Records documenting job recruitment

Disposition: Temporary Record. Retain for useful life.

Position Classification Files

Disposition: Temporary Record. Retain 4 years after position is reclassified.

Records documenting job description

Disposition: Temporary Record. Retain until superseded.

Records documenting application for employment

Disposition: Temporary Record. Retain for useful life.

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

- a. Records documenting work history of employees

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

- b. Records, located within divisions/offices of the school, which document an employee's work history

Disposition: Temporary Record. Retain 1 year after separation of employee from the agency.

Individual Development and Educational Assessment (IDEA) documentation

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

Records documenting payroll

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

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

Records documenting payroll deductions for tax purposes

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

Records documenting employees' daily and weekly work schedules

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

Records documenting an employee's hours worked, leave earned, and leave taken (including time sheets)

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 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.

**Managing Properties, Facilities, and Resources:**

**INVENTORY LISTS**

Disposition: PERMANENT RECORD. Retain in Office.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the items were removed from inventory.

Receipts of Responsibility for Property

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

Real Property Leasing/Renting Records

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Facilities/Building Security Records

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

Insurance Policies/Risk Management Records

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

Building Maintenance Work Orders

Disposition: Temporary Record. Retain 1 year.

Insurance Policies/Risk Management Records

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

Building Maintenance Work Orders

Disposition: Temporary Record. Retain 1 year.

## Requirements 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 School of Fine Arts (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.
- 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 agency 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 April 25, 2012.

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

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Date

Receipt acknowledged:

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Dr. Michael Meeks, Executive Director  
Alabama School of Fine Arts

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Date