

**Amendment to Alabama College System
Records Disposition Authority**

(Alabama Skills Training Consortia)

**Presented to the
State Records Commission
July 26, 2006**

Main Offices:

MEETING AGENDAS, MINUTES, AND PACKETS OF THE SKILLS TRAINING CONSORTIA BOARD. The board, composed of presidents of all colleges serviced by the skills training consortium in that region, was established to oversee the planning and implementation of skills training program initiatives. The board is obligated to meet at least once a year. This series contains meeting agendas, minutes, and other supporting documents of the skills training consortia board.

Disposition: PERMANENT RECORD.

Grant Project Files. Records documenting activities in accordance with funding agency specifications. Records include, but are not limited to, grant/contract/lease agreement, correspondence, financial records, and supporting documentation.

Disposition: Temporary Record. Retain 6 years after the submission of final grant expenditure report or until resolution of any litigation, audit, or claim.

Service Centers and Training Sites:

INFORMATIONAL AND PROMOTIONAL PUBLICATIONS. Included in this series are skills training program brochures, pamphlets, and other related publications. These publications should be maintained as part of the program's documentation.

Disposition: PERMANENT RECORD.

Customer Service Files. Records documenting the assistance provided to and participation of individuals in employment and training services. These files include applications for assistance, determination of program eligibility, testing/assessment results, service or training plans, counseling notes, activity enrollment, and customer employment results.

Disposition: Temporary Record. Retain 6 years from the date of final customer participation.

Training Files. Records documenting individuals enrolled in short-term, non-credit, certificate/license training programs (such as truck driving). These files include student pre-qualifying documents, training progress, training outcomes, and certificate/license issued. This series is created and maintained by the training site as opposed to the service center.

Disposition: Temporary Record. Retain 6 years from the date of training completion.

***Provisions of the Alabama College System RDA may also be implemented by the staff of the Skills Training Consortia for their routine administrative records.**

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 College System (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 January of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis--for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

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 July 26, 2006.

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

Date

Receipt acknowledged:

Thomas Corts, Interim Chancellor
Alabama College System

Date