

Revision to Alabama Building Commission Records Disposition Authority (RDA)

At the request of the Alabama Building Commission, the State Records Commission approved the following revision to the Alabama Building Commission's RDA:

Revision:

Subfunction:

Enforcing:

Building Project Comment Letters by the Commission's Technical Staff

Disposition: Temporary Record. Retain 7 years after the completion of the project.

Building Project Contract Administration Files

Disposition: Temporary Record. Retain 7 years after the completion of the project.

Building Project Invoice Files

Disposition: Temporary Record. Retain 7 years after the completion of the project

Building Project Inspection Files

Disposition: Temporary Record. Retain 7 years after the completion of the project.

Informal Hearing Files

Disposition: Temporary Record. Retain 7 years after the completion of the project.

Schematic and Preliminary Plans and Specifications

Disposition: Temporary Record. Retain until receipt or review of the subsequent stage of submittal, or for projects which are not completed, 5 years after review.

Final and/or Revised Plans and Specifications

Disposition: Temporary Record. Retain 5 years after the completion of the project, or for projects which are not constructed, 5 years after review.

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 Building Commission (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submits 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.
- 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 revision to the Records Disposition Authority on April 24, 2013.

Steve Murray, Chairman
State Records Commission

Date

Receipt acknowledged:

Katherine Lynn, Director
Alabama Building Commission

Date