

# **Child Abuse and Neglect Prevention Board**

## **Functional Analysis & Records Disposition Authority**

**Revision  
Presented to the  
State Records Commission  
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# **Functional and Organizational Analysis of the Child Abuse and Neglect Prevention Board**

## **Sources of Information**

Code of Alabama 1975, Sections 26-16-1 through 26-16-33

Alabama Administrative Code, Chapters 185-X-1 through 185-X-7

Alabama Government Manual (1998)

“A Plan for the Prevention of Child Abuse and Neglect in Alabama”

“Children’s Trust Accounts”

## **Agency Organization**

Acts 83-735 and 83-736 of the Alabama Legislature created the Children’s Trust Fund of Alabama (hereinafter referred to as the CTF), and its governing board, the Child Abuse and Neglect Prevention board (hereinafter referred to as the board). The creating legislation was not precise about the roles of these two entities, and legislation has been introduced in the 1997 session that will clarify the relationship between them. The Governor appoints nine of the fourteen members of the board, one from each of the state’s seven congressional districts and two from the state at large. The remaining five representatives on the board are the Commissioner of the Department of Human Resources, the State Mental Health Officer, the State Health Officer, the State Superintendent of Education, and the Director of the Department of Public Safety. The Governor designates the board chairperson from the public members, who serve three-year terms, no more than two consecutively. The board must hold two regular public meetings each year and may conduct additional meetings as needed to transact board business. The Governor appoints an executive director from a list of candidates submitted by the board. The executive director may hire an executive assistant, and the board approves the hiring of additional merit system staff. There are five field directors, who work for the CTF on a contract basis and serve as consultants, monitor the CTF programs, and provide technical assistance and coordination to all grantees and local councils. There is an Advisory Committee to the board, consisting of forty members who are added to the Committee on the basis of their interest or involvement in children’s issues. The Advisory Committee meets quarterly.

The executive director carries out the daily operations of the Child Abuse and Neglect Prevention board. The CTF’s money is maintained in a separate fund managed by the Office of the State Treasurer. Revenues accrue to the fund from several different sources. State residents may assign a portion of their income refund to the CTF by marking a checkoff box on their income tax forms. The CTF also receives federal and state funds and may accept private gifts and donations. Another account in the State Treasury, the Child Abuse and Neglect Prevention Operations Fund, serves as the administrative fund for the CTF and the Child Abuse and Neglect Prevention board.

## Agency Function and Subfunctions

The primary function of the Child Abuse and Neglect Prevention board is to encourage the direct provision of services to prevent child abuse and neglect (Code of Alabama 1975, Section 26-16-30). Its activities are principally within the Public Advocacy function of state government, although some activities are also included in the Financial Management subcategory of the Administrative Support Operations function. In performance of its mandated function, the Child Abuse and Neglect Prevention board may engage in the following subfunctions.

- **Promoting Public Awareness/Encouraging Prevention.** Among the mandated duties of the board are “to provide statewide educational and public informational seminars for the purpose of developing appropriate public awareness regarding the problems of child abuse and neglect; encourage professional persons and groups to recognize and deal with problems of child abuse and neglect; make information about the problems of child abuse and neglect available to the public and organizations and agencies which deal with problems of child abuse and neglect; and encourage the development of community prevention programs” (Code of Alabama 1975, Section 26-16-6). Some examples of public awareness/prevention programs are the Child Centered Coaching program, the Shaken Baby Syndrome awareness campaign, and the For the Love of Children program. The board usually coordinates these programs at the state level. These campaigns may involve the development of training and publicity materials such as posters, brochures, newsletters, and audio and video public service announcements.

The board maintains a resource library in its office to make available information about child abuse and neglect to its grantees and other interested parties. The Advisory Committee to the board sponsors a legislative event to promote awareness of the board’s activities among state legislators.

- **Fund-raising.** The board actively works to generate money for the fund by encouraging the use of the income tax checkoff and private donations. It has developed a cooperative program with the Alabama Association of Realtors, under which a realtor may make a contribution to the fund in honor of a client or customer after the closing on a house. It has also developed a partnership with a state bank to issue a VISA card, the “Alabama’s Future Card.” A percentage of the proceeds gained from use of this card is donated to the board and to other state programs which benefit children. The board may apply for grants from the federal government, other state agencies, and private foundations, and distributes these funds to the localities. The Advisory Committee to the board also carries out a few fundraising activities.
- **Funding Local Programs.** Although the board does not provide direct services to

families and children, it is responsible for funding local programs that provide direct services. It disburses grants to community-based, local program in all seven congressional districts. Each March a request for proposal (RFP) is sent to current and prospective grantees across the state. Each grant application is reviewed by a committee of twenty-one reviewers made up of three individuals from each congressional district who have been chosen by local councils. The recommendations of the grant reviewers are submitted to the board. The board meets each July to review the recommended proposals and to make decisions on funding based on the amount of funds available for the fiscal year from the income tax checkoff, federal and state funds, and gifts and donations. Advisory Committee members act as “local voices” to bring the needs of the community to the attention of the board.

- **Monitoring.** Once the Child Abuse and Neglect Prevention board has made final decisions about which programs will receive grants and has disbursed the money, it must monitor the progress of the grants. Its field directors, who are under contract to the agency, oversee the implementation of the grants in the localities. They make on-site visits and are available for consultation and training staff involved in the grants. Grantees must submit regular reports to the board.
  
- **Reporting.** The creating legislation mandated that the Child Abuse and Neglect Prevention Board submit a state plan to the Speaker of the House, the President Pro Tempore of the Senate, the Governor, the Ways and Means Committee of the House, and the Finance and Taxation Committee of the Senate. The plan must set out the distribution of funds and assures equal opportunity in the establishment of prevention programs and the receipt of trust fund money among all geographic areas of the state. The legislation also mandated an annual internal evaluation to be coordinated with the state plan (Code of Alabama 1975, Section 26 -16-6). The board has created the state plan and will soon begin publishing an annual report. The board also creates a quarterly newsletter that discusses activities in all its areas of responsibility.
  
- **Administering Internal Operations.** A significant portion of the commission’s work includes general administrative, financial and personnel activities performed to support the programmatic areas of the agency including:

**Managing the Agency:** Activities involved in managing the agency may include internal office management activities such as corresponding and communicating; scheduling; meeting; creating policy and procedures; reporting; litigating; legislating (drafting, lobbying, tracking); 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); 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; 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 Child Abuse and Neglect Prevention Board**

## **Agency Record Keeping System**

The Child Abuse and Neglect Prevention Board operates a hybrid record keeping system composed of a paper and electronic records.

## **Records Appraisal**

The following is a discussion of the two major categories of records created and/or maintained by the Child Abuse and Neglect Prevention Board: Temporary Records and Permanent Records.

**I. Temporary Records.** Temporary records should be held for what is considered their active life and disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the board are discussed below.

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

### **Promoting Public Awareness/Encouraging Prevention:**

- **Public Awareness Project Files.** The board has mounted a few major public awareness campaigns. These files contain project descriptions and training materials and lesson plans necessary to implement the programs, which focus on prevention of child abuse and neglect. They provide documentation of the content and scope of each of the board public awareness projects.
- **Programmatic Informational/Educational Materials.** These are chiefly publicity materials in a variety of formats, including brochures, posters, audio and video public service announcement tapes, and designs for billboards and the board auto license plate. These materials provide the best documentation of the board's responsibility to raise public awareness of child abuse and neglect issues.
- **Speeches.** This record consists of a general speech on child abuse and neglect in Alabama that is regularly delivered, with minor variations, by the Executive Director, as well as a few notable speeches delivered by speakers associated with the board. The speeches document both the public awareness and fundraising subfunctions.

## **Fundraising:**

- **Publicity Materials and Donation Forms.** These materials are similar in format to those produced for public awareness campaigns, but their primary purpose is to encourage Alabama residents to utilize the checkoff on their income tax forms to benefit the board and also to solicit private donations. The brochures that solicit donations include a form to be filled out and sent in along with the donation. The materials document the various Board fund-raising campaigns.
- **Grant Program Reports.** These are brief reports provided to grantor agencies (federal, state, or private) by the board that document how the board uses grant money it has received. The board often acts as a conduit of funds from the federal government and other state agencies to the localities, and these reports provide a summary of this activity.

## **Funding Local Programs:**

- **Meeting Minutes of the Child Abuse and Neglect Prevention Board.** These minutes reflect the decisions of the board regarding which programs to fund and how much money to award to each one. They also provide documentation of other board subfunctions, including Promoting Public Awareness, Fundraising, and Monitoring.
- **Meeting Minutes of the Local Councils.** Some of the local councils create minutes. These document the selection of programs to recommend to the board for funding.
- **Meeting Minutes of the Advisory Committee.** These minutes document the activities of the Advisory Committee, which have evolved over its lifespan to focus on providing information to the board on the needs and issues of the localities.
- **Request for Proposal Form.** The board creates this printed form for potential grantees. It is a guide for writing a board grant and includes program goals, project requirements, program funding guidelines, evaluation criteria and a flow chart describing the grant approval process. There is also a brief summary of the programs funded by the board in the previous year. The form documents everything that the board needs to find out before awarding a grant and summarizes the types of programs that the board funds. The form is revised as the board's focus and priorities change.

## **Monitoring:**

- **Biannual Report Manual.** The board publishes a reporting manual for the biannual reports required from its grantees. This manual is actually a reporting format that indicates the types of information that the board collects to ensure that the grants it awards are implemented according to program guidelines. It provides a summary view of the board's monitoring of



its grantees in the localities.

### **Reporting:**

- **State Plan.** “A Plan for the Prevention of Child Abuse and Neglect in Alabama” was created by the board in 1994 with the assistance of the Alabama Law Foundation. It establishes eight overall goals for the prevention of child abuse and neglect, discusses how these goals may be achieved, and serves as the board’s blueprint for future action. It also demonstrates the cooperation between the board and representatives of various sectors of Alabama society, including the legal, health, social services, education, community, and work place sectors, as well as government policy makers. The state plan may be revised from time to time.
- **Annual Report.** The board does not currently create an annual report, but it plans to begin doing so and is working on a reporting format. This report would update the State Plan by indicating yearly progress toward achieving the goals it has delineated.
- **Quarterly Newsletter.** The newsletter, “Children’s Trust Accounts,” documents not only the reporting subfunction but also promoting public awareness and fundraising.

### **Administering Office Operations:**

The board creates no archival records under this subfunction.

## **Permanent Records List**

### **Child Abuse and Neglect Prevention Board**

#### **Promoting Public Awareness/Encouraging Prevention:**

1. Public Awareness Project Files.
2. Programmatic Informational/Educational Materials.
3. Speeches.

#### **Fund-raising:**

1. Publicity Materials and Donation Forms.
2. Grant Program Reports.

#### **Funding Local Programs:**

1. Meeting Minutes of the Child Abuse and Neglect Prevention Board.
2. Meeting Minutes of the Local Councils.
3. Meeting Minutes of the Advisory Committee.
4. Request for Proposal Form.

#### **Monitoring:**

1. Biannual Report Manual.

#### **Reporting:**

1. State Plan.
2. Annual Report.
3. Quarterly Newsletter.

## **Child Abuse and Neglect Prevention 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 staff of the Child Abuse and Neglect Prevention Board. The RDA lists records created and maintained by the Child Abuse and Neglect Prevention 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 Child Abuse and Neglect Prevention 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. Under the Code of Alabama 1975, Section 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." 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 Child Abuse and Neglect Prevention 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 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 RDA's of other agencies.
- Certain other records-related materials need not be retained as records under the disposition requirements in this RDA. They may be disposed of, without notice of destruction, in whatever way the agency determines best. 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 stationary, 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 that 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 department social activities, such as a note to a group going to lunch.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the Child Abuse and Neglect Prevention Board and lists the groups of records created and/or maintained by the commission as a result of activities and transactions performed in carrying out these subfunctions. The commission may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

### **■ Promoting Public Awareness/Encouraging Prevention**

PUBLIC AWARENESS PROJECT FILES

Disposition: PERMANENT RECORD.

PROGRAMMATIC INFORMATIONAL/EDUCATIONAL MATERIALS

Disposition: PERMANENT RECORD.

SPEECHES

Disposition: PERMANENT RECORD.

### **■ Fund-raising**

PUBLICITY MATERIALS AND DONATION FORMS

Disposition: PERMANENT RECORD.

GRANT PROGRAM REPORTS

Disposition: PERMANENT RECORD.

Grant Files

Disposition. Temporary Record. Retain 5 years after close-out of grant.

## ■ **Funding Local Programs**

MEETING MINUTES OF THE CHILD ABUSE AND NEGLECT PREVENTION BOARD  
Disposition: PERMANENT RECORD.

MEETING MINUTES OF THE LOCAL COUNCILS  
Disposition: PERMANENT RECORD.

MEETING MINUTES OF THE ADVISORY COMMITTEE  
Disposition: PERMANENT RECORD.

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

REQUEST FOR PROPOSAL FORM  
Disposition: PERMANENT RECORD.

Denied Application Files  
Disposition: Temporary Record. Retain 3 years.

## ■ **Monitoring**

BIANNUAL REPORT MANUAL.  
Disposition: PERMANENT RECORD.

Grantee Files  
Disposition: Temporary Record. Retain 5 years after close-out of grant.

Field Director Activity Reports  
Disposition: Temporary Record. Retain 3 years.

## ■ **Reporting**

STATE PLAN  
Disposition: PERMANENT RECORD.

ANNUAL REPORT  
Disposition: PERMANENT RECORD.

QUARTERLY NEWSLETTER  
Disposition: PERMANENT RECORD.

## ■ Administering Internal Operations

### Managing the Agency:

#### Routine Correspondence

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

#### Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

#### Administrative Procedures Rules Filings

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

#### Board Appointment Letters

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

#### Official Bonds and Oaths

Disposition: Temporary Record. Retain for duration of office-holder's tenure.

#### Board Meeting Notices

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

#### Telephone Logs

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

#### Calendars

Disposition: Temporary Record. Retain 1 year.

#### Mailing Lists

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's RDA ( copies of transmittal forms to Archives or State Records Center, destruction notices, annual reports to ADAH)

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

#### Copy of Approved RDA

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

Computer systems documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions, 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.

### **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 the 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 the 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, cancelled checks, etc.

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

Records documenting contracts for services or personal property.

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

Records documenting the bid process, including requests for proposals and unsuccessful responses.

Disposition: Temporary Record. Retain in office (Code of Alabama 1975, Section 41-16-24)

### **Audit Reports**

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created

### **Grant Project Financial Records and Interim Reports**

Disposition: Temporary Record. Retain 5 years after final expenditure; for federal grants, retain 6 years after submission of final financial report.

### **GRANT PROJECT FINAL NARRATIVE REPORT**

Disposition: PERMANENT RECORD.

## **Managing Human Resources:**

### Job Recruitment Materials

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

### Position Classification Files

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

### Application Materials (including, for local, rejected applications)

Disposition: Temporary Record. Retain 1 year.

### Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after the 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 the 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 an employee's work history, generally maintained as a case file

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

### 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 (cumulative leave)

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

### Employee Flexible Benefits Plan Files

Disposition: Temporary Record. General information - Retain until superseded.  
Other (applications, correspondence) - 6 years



State Employees Injury Compensation Trust Fund Files

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

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

Semiannual Inventory Lists

Disposition: Retain in office (Code of Alabama 1975, Section 36-16-8[1]).

Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after the 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 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 for 6 years after the termination of the lease or rental agreement.

Vehicle and Equipment Maintenance Files

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the property is sold or replaced.

Motor Pool Vehicle Use Records

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

## **Approval of Records Disposition Authority**

By signing this agreement the Child Abuse and Neglect Prevention Board acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Child Abuse and Neglect Prevention Board will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the commission, for coordinating the transfer and destruction of records, for 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, for submitting an annual report on records management activities to the State Records Commission in April of each year, and for ensuring the regular implementation of the commission's approved RDA.

- Permanent records in the Child Abuse and Neglect Prevention Board custody will 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 board 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 commission 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 Child Abuse and Neglect Prevention Board agrees to allow the State Records Commission, its staff, and the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the board and to inspect records destruction documentation. Government Records Division archivists are available to train the commission staff in RDA implementation and otherwise assist the board in implementing its records management program.

This records disposition authority is hereby adopted.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Kitty Terry, Executive Director  
Child Abuse and Neglect Prevention Board

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Edwin C. Bridges, Chairman  
State Records Commission