

# MEMORANDUM

April 23, 2008

To: Alabama College System Records Liaisons

From: Tracey Berezansky  
for Edwin C. Bridges, Chairman  
State Records Commission

Re: Revision of Alabama College System Records Disposition Authority (RDA)

In response to a request from the Alabama College System, the State Records Commission approved, at its meeting on April 23, 2008, a minor revision to the Alabama College System Records Disposition Authority (RDA) to read as follows:

## **Deletion:**

Subfunction: Recruiting, Admitting, and Enrolling

- 1.03 Declaration of Eligibility for In-State Tuition Rates. Records documenting a student's status as a resident of the state of Alabama.  
Disposition: Temporary Record. Retain 3 years after the year in which the records were created.

### Justification:

Alabama College System application forms are in booklet format and the Declaration of Eligibility form is on the back page of the booklet. Since the application forms are maintained for 2 years (see 1.02b), it would be better to eliminate this series so that the retention of the Declaration of Eligibility is covered by the retention of application forms. Otherwise, college staff will need to tear off the last page of booklets in the 1.02.b to save it for one more year.

Please add this revision to your college's RDA and contact Richard Wang at 334-353-4605 (Head, State Government Section, Government Records Division, Alabama Department of Archives and History) if you have any questions concerning this revision.