

Revision to Alabama Fire College and Personnel Standards Commission Records Disposition Authority (RDA)

At the request of the Alabama Fire College and Personnel Standards Commission, the State Records Commission approved the following revision to the Alabama Fire College and Personnel Standards Commission's RDA:

Addition:

Subfunction: Educating and Certifying Firefighting and Emergency Response Personnel:

Firefighter Distinctive License Plate List

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

Advanced EMT Student Files (health history includes application, transcript, diploma, TB skin test, drivers' license, essential functions form, insurance card, physical form, background and drug screen permission form, statement of understanding)

Disposition: Temporary Record. Retain 5 years.

Deletion:

Subfunction: Educating and Certifying Firefighting and Emergency Response Personnel:

EMT Student Drug Testing Files

Disposition: Temporary Record. Retain 1 year.

Revision:

Subfunction: Educating and Certifying Firefighting and Emergency Response Personnel:

EMT Student Files (health history includes application, transcript, diploma, TB skin test, drivers license, essential functions forms, insurance card, physical form, background and drug screen permission form, statement of understanding)

Disposition: Temporary Record. Retain 5 years.

Requirements and Recommendations for Implementing the Records Disposition Authority

Under the Code of Alabama 1975, Section 41-13-21, "no 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 Fire College and

Personnel Standards 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 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 notices 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 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 25, 2012.

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

Date

Receipt acknowledged:

Allan Rice, Executive Director
Alabama Fire College and Personnel Standards Commission

Date