



**STATE OF ALABAMA
STATE RECORDS COMMISSION
LOCAL GOVERNMENT RECORDS COMMISSION**

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At the request of Cheryl Fondon, Governor's Office, the Information Services Division developed a new online Out-of-State-Travel System. The new system automates the submission of out-of-state travel requests from state agency personnel, the review process, and the approval process. During a meeting held late in 2014, the Governor's staff requested the following update to their RDA:

Revision to the Governor's Office Records Disposition Authority

Administrative Office -

Out of State Travel Requests. Online database used for the submission, review, approval, and reimbursement of out-of-state travel requests/expenditures by state employees. For administrative and fiscal reasons, these documents should be retained for 10 years. This length of time allows for the final audit to take place for an administration as well as any reference/procedural use that may assist an incoming administration in understanding the status of out-of-state travel upon taking office.

Administrative Office –

Out-of-State Travel Requests

Disposition: Temporary Record. Retain for 10 years after the end of the calendar year in which the travel occurred.

The State Records Commission adopted this revision on April 22, 2015.

Steve Murray, Chairman
State Records Commission

Date

By signing below the agency acknowledges receipt of the above revision to the records disposition authority.

Robert Bentley, Governor

Date