

Alabama Department of Homeland Security

Functional Analysis & Records Disposition Authority

**Presented to the
State Records Commission
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Functional and Organizational Analysis of the Alabama Department of Homeland Security

Sources of Information

Representatives of the Alabama Department of Homeland Security
"Alabama Homeland Security Act of 2003" (Act 2003-276, p.658)
Code of Alabama 1975, Sections 31- 9A-1 to 31-9A-16
Alabama Department of Homeland Security website
State Homeland Security Quarterly Report (June 30, 2005)

Historical Context

In response to the attack of September 11, 2001, the state legislature created the Department of Homeland Security in June of 2003 (Act 2003-276, p.658). Alabama was the first state in the nation to create its own legislatively enacted cabinet-level agency for homeland security.

Agency Organization

Staffed to mirror the U.S. Department of Homeland Security, the department is led by a director appointed by, and serving at the pleasure of, the governor. With the exception of the first director, any person holding the position of director is subject to confirmation by the Senate. In addition, the agency has five (5) assistant directors, each managing a designated homeland security area of responsibility. These areas of responsibility include Borders, Ports, and Transportation; Science and Technology; Intelligence Analysis and Infrastructure Protection; Information Management and Budget; and Emergency Preparedness and Response. The assistant director for Emergency Preparedness and Response also serves as the director of the Alabama Department of Emergency Management. In accordance with the agency's enabling legislation, the director of the Department of Homeland Security may employ professional, technical, clerical, and other personnel as needed to carry out duties of the department.

To advise the director on plans and programs for homeland security, a Homeland Security Task Force was organized in 2003 with more than 23 members selected from state/local government entities and the judicial branch of the government. The task force is required to meet quarterly. Also created in 2003 is the Joint Legislative Committee on Homeland Security Oversight. The committee is composed of six (6) members, three from each of the two chambers. Each member serves a term on the committee concurrent with the legislative term of the member. The committee meets at least quarterly to review the operations of the department and then reports to the legislature annually. An organizational chart is attached.

Agency Function and Subfunctions

The Alabama Department of Homeland Security was established to work with federal, state, and local government entities to prevent acts of terrorism in Alabama, to protect lives and safeguard property, and if required, to respond to any acts of terrorism occurring in Alabama. It is one of the agencies responsible for performing the Law Enforcement and Emergency Powers function of Alabama government. In performance of its mandated function, the Alabama Department of Homeland Security may engage in the following subfunctions.

- **Analyzing, Planning, and Coordinating.** Provisions of the Code of Alabama 1975, Section 31-9A mandate the department to receive intelligence information from federal authorities relating to homeland security, and then disseminate to and exchange such information among state/local agencies and private entities responsible for homeland security.

The department is also obligated to “prepare a comprehensive plan and program for homeland security.” In addition, the agency assists in planning and executing exercises and simulations designed to test those systems that would be utilized in response to a terrorist threat/attack. Activities associated with this subfunction may include the following four categories: (1) Emergency Preparedness – works closely with the Alabama Department of Emergency Management to oversee emergency preparedness related activities; (2) Intelligence Analysis and Infrastructure Protection – develops intelligence analysis programs to analyze information with respect to threats of terrorist acts and establish a cooperative relationship with the appropriate state/local agencies and private corporations for infrastructure protection; (3) Borders, Ports, and Transportation – works with federal, state, and local agencies to develop and implement plans for the protection of borders, ports, and other transportation systems; and (4) Science and Technological Development – organizes the scientific and technological resources of the state to prevent or mitigate the effects of catastrophic terrorism against the state or the nation.

In addition, Code of Alabama, Section 31-9A-9, authorizes the department to enforce all laws, rules, and regulations relating to homeland security and direct state resource allocations during an emergency and the subsequent recovery period. In discharging its responsibilities in time of emergency, the agency may sell, lend, lease, give, transfer, or deliver materials or perform services for homeland security. In coordination with other agencies, the agency may assist in the quarantine of persons, animals, plants, fruits, or food products and in the control of traffic for movement of people, troops, vehicles, and materials over highways and streets.

- **Administering Grants.** In accordance with the Code of Alabama 1975, Section 31-9A-4, the department is designated as the principal state agency to “coordinate the receipt, distribution, and monitoring of all funds available from any source for the purpose of equipping, training, research, and education in regard to homeland security related items, issues, or services.” The department receives annual Homeland Security Grant funding

appropriated by the U.S. Congress. Staff members develop grant priorities based on federal guidelines and the state homeland security strategy. After discussion with the governor, recommended grant priorities are presented to the Alabama Homeland Security Taskforce and then to the Joint Legislative Committee on Homeland Security Oversight for their guidance and recommendations. Also, the Alabama congressional delegation and local homeland security points of contact are briefed about proposed grant allocation. Grand funds are then disbursed to approved state/local government entities. The department is required to report quarterly to the Joint Legislative Committee on Homeland Security Oversight about the receipt and disbursement of federal funds for homeland security.

- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency.

Managing the Agency: Activities include internal office management work common to most government agencies such as corresponding and communicating; scheduling; meeting; documenting policy and procedures; reporting; litigating; drafting, promoting, or tracking legislation; publicizing and providing information; managing records; and managing information systems and technology.

Managing Finances: Activities include budgeting (preparing and reviewing a budget package, submitting the budget package to the state Finance Department; 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; assisting in the audit process; investing; and issuing bonds.

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 Alabama Department of Homeland Security

Agency Record Keeping System

The Alabama Department of Homeland Security currently operates a hybrid record keeping system composed of paper and electronic records.

Computer System: The Alabama Department of Homeland Security uses a network that is a child domain under the Alabama Department of Finance Information Services Division (ISD) parent domain. Every user on the agency's network has a Microsoft Outlook e-mail mailbox that resides on an ISD e-mail server. The ISD's Internet servers are backed up regularly as well as their e-mail servers. The agency's server is a Dell Poweredge 2650 data server which stores all of agency data including Word, Excel, PowerPoint, Access, and PDF documents as well as image files. Everything on the Dell server (including system state data) is backed up every week by Veritas Intelligent Disaster Recovery software to a DLT tape drive. The agency maintains three sets of tapes to rotate every week to make sure that a current copy is always available on-site as well as off-site. The other tape remains in the agency's fireproof safe for three months before being put back into rotation.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Alabama Department of Homeland Security: Temporary Records and Permanent Records.

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

- **Homeland Security Grant Project Files.** The department is designated as the principal state agency to "coordinate the receipt, distribution, and monitoring of all funds available from any source for the purpose of equipping, training, research, and education in regard to homeland security related items, issues, or services." (Code of Alabama, Section 31-9A-4) This series consists of all records created/received by the department to document the receipt, distribution, and monitoring of all funds for homeland security. Records may include detailed grant budget worksheets, grant agreements, disbursement documents, monitoring reports, and other related materials. The agency needs to reference this series for about ten years.

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

Analyzing and Planning

- **Homeland Security Task Force Meeting Agendas, Minutes, and Packets.** In accordance with the Code of Alabama, Section 31-9A-12, a Homeland Security Task Force was organized in 2003 with more than 23 members selected from state/local government entities and the judicial branch of government. At the call of the governor, the task force is required to meet at least twice a year for the purpose of advising the department on “the comprehensive plan and program for homeland security and other matters as determined by majority vote of the task force.” In addition to minutes, this series includes meeting agendas and other supporting or reference documents. These records should be preserved as the core documentation of the task force. (RDA pg. 3-2) **(Bibliographic Title: Meeting Minutes)**

- **Program Policies, Directives, and Initiatives.** This series documents official policies, procedures, directives, initiatives, and other issuances that establish courses of actions for various homeland security programs, such as the Metropolitan Medical Response Plan; Agroterrorism; Interoperable Communications; Ports, Borders, and Transportation Protection; Infrastructure Protection; 911 coordination; Immigration Control; and Buffer Zone Protection Plan. These program policies, directives, and initiatives comprise the comprehensive plan documenting the agency’s authorities, responsibilities, and working relationships with federal, state, and local governments or private entities. (RDA pg. 3-2) **(Bibliographic Title: Policies and Procedures)**

Administering Grants

- **State Homeland Security Quarterly Reports.** As required by the Code of Alabama, Section 31-9A-15 (d), the Department of Homeland Security reports quarterly, to the Joint Legislative Committee on Homeland Security Oversight, the receipt and disbursement of federal grant funds for the state’s homeland security. A typical report provides information on the total amount of federal grant funds received, breakdown of priorities based on federal guidelines, state/local allocations, updates on grant disbursement, and detailed descriptions of funding purposes for each homeland security program. This series should be preserved as the core documentation of the agency’s function. (RDA pg. 3-2) **(Bibliographic Title: Quarterly Reports)**

Administering Internal Operations

- **Director’s Administrative Correspondence.** This series may include, but is not limited to, correspondence, memoranda, and /or subject files created/maintained by the agency director. These records provide the core documentation of the activities of the agency and should be preserved permanently. (RDA pg. 3-2) **(Bibliographic Title: Administrative**

Correspondence)

- **Website.** The agency has a website at: www.homelandsecurity.alabama.gov. Information on the website includes agency background, press releases, photo gallery, homeland security points of contact, federal homeland security information bulletins, grant information and allocation, training and education opportunities, vendor information site, and frequently asked questions. The website should be preserved as it serves as an important medium for communication with the public. (RDA pg. 3-3) **(Bibliographic Title: Website)**
- **Newsletters.** The agency publishes a quarterly newsletter for all homeland security county points of contact and other related government entities. Information in the newsletter may include highlights of the agency’s activities for the past quarter, project updates and deadlines, and other related subjects pertaining to homeland security. This series should be maintained as part of the state publications collection (RDA pg. 3-3) **(Bibliographic Title: State Publications)**
- **Press Releases.** This series consists of announcements concerning the department and other homeland security related subjects issued by the agency for distribution to the news media and the general public. Press releases are also posted on the agency’s website.(RDA pg. 3-3) **(Bibliographic Title: State Publications)**
- **Original bid records maintained in the purchasing office of the agency for contracts over \$7500.** Code of Alabama 1975, Section 41-16-24 requires that “all original bids together with all documents pertaining to the award of the contract shall be retained and made a part of the permanent file or records and shall be open to public inspection.” These files need to be maintained in the agency’s office. (RDA pg. 3-4)
- **Inventory Lists.** The Code of Alabama 1975, Section 36-16-8[1] requires that “. . . All [state agency] property managers shall keep at all times in their files a copy of all inventories submitted to the Property Inventory Control Division, and the copies shall be subject to examination by any and all state auditors or employees of the Department of Examiners of Public Accounts.” These files need to be maintained in the agency’s office. (RDA pg. 3-6)

Permanent Records List

Alabama Department of Homeland Security

Analyzing and Planning

1. Homeland Security Task Force Meeting Agendas, Minutes, and Packets
2. Program Policies, Directives, and Initiatives

Administering Grants

1. State Homeland Security Quarterly Reports

Administering Internal Operations

1. Director's Administrative Correspondence
2. Website
3. Newsletters
4. Press Releases
5. Original bid records maintained in the purchasing office of the agency for contracts over \$7500*
6. Inventory Lists*

*Indicates records that ADAH anticipates will remain in the care and custody of the creating agency. ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

Alabama Department of Homeland Security 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 Alabama Department of Homeland Security. The RDA lists records created and maintained by the Alabama Department of Homeland Security in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the agency 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. Records must also 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 Alabama Department of Homeland Security. Copies of superseded schedules are no longer valid and may not be used for records disposition.
- This RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, 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.
- Certain other short-term records that do not materially document the work of an agency may be disposed of under this RDA. 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; and (2) transitory records, which are temporary records created for 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 social activities. They may be disposed of without documentation of

destruction. Other items that may be disposed of without destruction documentation include: (1) catalogs, trade journals, and other publications received that require no action and do not document government activities; and (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete.

Records Disposition Requirements

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

■ **Analyzing, Planning, and Coordinating**

HOMELAND SECURITY TASK FORCE MEETING AGENDAS, MINUTES, AND PACKETS
Disposition: PERMANENT RECORD.

Recordings of Meetings

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

PROGRAM POLICIES, DIRECTIVES, AND INITIATIVES
Disposition: PERMANENT RECORD.

■ **Administering Grants**

ALABAMA HOMELAND SECURITY QUARTERLY REPORTS
Disposition: PERMANENT RECORD.

Homeland Security Grant Project Files

Disposition: Temporary Record. Retain 10 years.

■ **Administering Internal Operations**

Managing the Agency:

DIRECTOR'S ADMINISTRATIVE CORRESPONDENCE
Disposition: PERMANENT RECORD.

WEBSITE

Disposition: PERMANENT RECORD. PRESERVE A COMPLETE COPY OF WEBSITE ANNUALLY OR AS OFTEN AS SIGNIFICANT CHANGES ARE MADE.

NEWSLETTERS

Disposition: PERMANENT RECORD.

PRESS RELEASES

Disposition: PERMANENT RECORD.

Newspaper Clippings

Disposition: Temporary Record. Retain 3 years.

Legal Case Files

Disposition: Temporary Record. Retain 10 years after the final settlement of the case.

Administrative Reference Files

Disposition: Temporary Record. Retain 3 years.

Routine Correspondence

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

Records documenting the implementation of the agency's RDA (copies of transmittal forms to Archives or State Records Center, destruction notices or other evidence of obsolete records destroyed, annual reports to State Records Commission)

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

Copy of RDA

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

System Documentation (hardware/software manuals and diskettes, warranties)

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 in the agency and all permanent records have been migrated to a new system.

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 such as journals, registers, and ledgers; and records of funds deposited outside the state treasury, including bank statements, deposit slips, and canceled checks

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

Records documenting requests for authorization by 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 end of 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 contract. (Code of Alabama, Section 6-2-34).

Agency Audit Reports

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

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

- a. ORIGINAL BID RECORDS MAINTAINED IN THE PURCHASING OFFICE OF THE AGENCY FOR CONTRACTS OVER \$7500

Disposition: PERMANENT RECORD. Retain in Office. (Code of Alabama 1975, Section 41-16-24).

- b. Duplicate copies of bid (originals are maintained by the Finance Department - Division of Purchasing)

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

Managing Human Resources:

Records documenting job recruitment

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 3 years after position is reclassified.

Records documenting job description

Disposition: Temporary Record. Retain until superseded.

Certification/Personnel Transaction Files

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

Records documenting application for employment

Disposition: Temporary Record. Retain 3 years after request.

Records documenting an employee's work history - generally maintained as a case file

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

Records documenting payroll (e.g. pre-payroll report, 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

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

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

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

Records documenting verification of accuracy of State Personnel Department records

Disposition: Temporary Record. Retain for useful life.

Records documenting Equal Employment Opportunity (Code of Federal Regulations, Title 29)

a. Compliance Records

Disposition: Temporary Record. Retain 3 years after the close of the program year.

b. Complaint Records

Disposition: Temporary Record. Retain 3 years from the date of resolution of the complaints.

State Employees Injury Compensation Trust Fund Files

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

Worker Compensation Injury and Settlement Reports

Disposition: Temporary Record. Retain 12 years after the end of the fiscal year in which the transaction occurred. (Code of Alabama 1975, Section 25-5-4).

Employee Flexible Benefits Plan Files (applications and correspondence)

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

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

Employee Administrative Hearing Files

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

Managing Properties, Facilities, and Resources:

INVENTORY LISTS

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

Letters of Transmittal

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

Agency Copies of Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after 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 records were created.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Computer Equipment Inventory Records

Disposition: Temporary Record. Retain until disposition of equipment.

Electronic Equipment Repair Logs

Disposition: Temporary Record. Retain for useful life.

Service Requests

Disposition: Temporary Record. Retain until work is completed.

Incident/Accident Reports

Disposition: Temporary Record. Retain 3 years following incident/accident.

Facility/Building Security Records

Disposition: Temporary Record. Retain for useful life.

Fire Extinguisher and Alarm Maintenance / Inspection Records

Disposition: Temporary Record. Retain 3 years.

Fire / Safety Inspection Results

Disposition: Temporary Record. Retain until superseded.

Records documenting the use, maintenance, ownership, insurance, and disposition of vehicles owned by the agency

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the vehicle is removed from the property inventory.

Insurance Policies / Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Requirement 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 Department of Homeland Security (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit 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.

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 records disposition authority on January 25, 2006.

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

Date

Receipt acknowledged:

Jim Walker, Director
Alabama Department of Homeland Security_____

Date