

Alabama High School of Mathematics and Science

Functional Analysis & Records Disposition Authority

**Revision
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State Records Commission
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Functional and Organizational Analysis of the Alabama High School of Mathematics and Science

Sources of Information

Representatives of the Alabama High School of Mathematics and Science

Code of Alabama 1975, Sections 16-26A-1 through 9; Sections 16-28-1 through 24

Alabama Government Manual (2002), page 299

American Association of Collegiate Registrars and Admissions Officers (AACRAO), *Retention Of Records: A Guide For Retention and Disposal of Student Records*. 1987.

Harvey, Ira. *A History of Educational Finance in Alabama*. Auburn University: The Truman Pierce Institute of the Advancement of Teacher Education, 1989.

Government Records Division, State Agency Files (1989-ongoing)

Agency Organization

Code of Alabama 1975, Sections 16-26A-1 through 7, creates a state-funded high school for gifted children in the areas of mathematics and science. The Legislature funds the Alabama High School of Mathematics and Science through appropriations from the Alabama Education Trust Fund. The school is located in Mobile and is governed by a twenty-one member board of directors. Members include: (1) the state department of education assistant state superintendent in charge of curriculum development; (2) the chancellor of the University of Alabama system, or his or her designee; (3) the president of Auburn University, or his or her designee; (4) the president of the University of South Alabama, or his or her designee; (5) the chairman of the Alabama High School of Mathematics and Science Foundation; (6) the chairman of the House Standing Committee on Education, or his or her designee; (7) the chairman of the Senate Standing Committee on Education; (8) the president of Alabama A&M University, or his or her designee; (9) the chairman of the House Standing Committee on Ways and Means, or his or her designee; (10) the chairman of the Senate Standing Committee on Finance and Taxation, or his or her designee; (11) the coordinator of the Mobile County Special Education; (12) one instructor who is a member of the faculty, elected annually by faculty members; and (13) nine members appointed by the governor, one from each congressional district and two members appointed at large, who must be residents of Mobile or Baldwin counties. All appointed members must be from business and industry, and at least two of the appointees must be minorities. The board of directors elects a director as chief administrative officer to oversee the day-to-day operations of the school. In the absence of a director, the state superintendent serves as the school's chief administrative officer until the board can select a director. An organizational chart is attached.

Agency Function and Subfunctions

The mandated function of the Alabama High School of Mathematics and Science is to provide a challenging educational experience to gifted students in mathematics and science. The school is one of the agencies primarily responsible for carrying out the Education subcategory of the Client Services function of Alabama government. In the performance of its mandated function, the Alabama High School of Mathematics and Science may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** Code of Alabama 1975, Section 16-26A-4, authorizes the board of directors of the school to adopt, amend, or repeal rules, regulations, and policies that are necessary or proper for the conduct of the business of the board or necessary for the efficient operation of the school.
- **Recruiting and Admitting.** All freshmen and sophomores in Alabama high schools, who are residents of the state, may apply for enrollment into the Alabama High School of Mathematics and Science. To promote the school and its programs, the school hires recruiters to encourage gifted high school students to apply for enrollment. The school also publishes flyers, brochures, and a course catalog to aid in recruiting. Gifted students showing a talent in the fields of mathematics and science may apply for entrance into the school. The school accepts enrollment applications from all freshmen and sophomores who are residents of the state. The school's admission committee reviews applications and evaluates them against board established criteria in order to determine whether or not to accept the student.
- **Documenting Attendance.** Code of Alabama 1975, Sections 16-28-1 through 24, provides for a mandatory attendance policy by the State Board of Education and requires private schools to adhere to the policy. In order to enforce the provisions of the Code, all schools document student attendance, withdrawals from school, and excused absences of students from classes.
- **Assessing Performance.** The Alabama High School of Mathematics and Science assesses student performance in accordance with state law and the policy of the State Board of Education. Students are tested within each course to measure what they have learned and are rewarded for academic excellence by inclusion on the school's honor roll. Success or failure in passing school examinations determines whether a student is eligible to proceed with the designed school curricula.
- **Establishing Course Schedules.** The State Board of Education, under the authority of Code of Alabama 1975, Section 16-6B-2, establishes a core curriculum with which all schools must comply. The board of directors and the chief administrative officer of the Alabama High School of Mathematics and Science develop school course offerings based on the approved core curricula. These curricula exceed the state's core curricula standards, particularly in the areas of mathematics and science instruction. Students select course work from these offerings with the assistance of a student advisor. Course offerings are published on an annual basis in the school's catalog.

- **Providing Housing and Activities.** Students enrolling in the Alabama High School of Mathematics and Science must live in Mobile on the school's campus. Enrollment at the school is limited by the physical capacity of the school's dormitories. Current maximum enrollment is 302 students. The school provides each student with a dorm room and roommate. A resident advisor and hall director oversees the activities taking place within the dormitory. The school also provides and coordinates social activities for the students. Among these activities are a school newspaper, yearbook, athletics, and a student government association.

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

Managing the agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, lobbying, tracking), publicizing and providing information, managing records, and managing information systems and technology.

Managing finances: Activities include budgeting (preparing and reviewing budget package, submitting the budget package to the Department of Finance, 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; investing; and issuing bonds.

Managing human resources: Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; and disciplining.

Managing properties, facilities, and resources: Activities include 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 security for property owned by the agency; insuring property; and assigning, inspecting and maintaining agency property, including vehicles.

Analysis of Record Keeping System and Records Appraisal of the Alabama High School of Mathematics and Science

Agency Record Keeping System

The Alabama High School of Mathematics and Science currently operates a hybrid record keeping system composed of paper and electronic records.

Paper-based Systems: Most of the school's records are maintained in paper form and stored on-site in filing cabinets and/or in a storage room. Official transcripts for graduates are stored in a fireproof filing cabinet.

Computer Systems: The Alabama High School of Mathematics and Science operates a client/server local area network (LAN) operating on Windows 2000 and utilizing Administrator's Plus software by Rediker. Databases are backed up each day on magnetic tape and stored on-site. The school has a website at: www.asms.net, which operates through the Alabama Supercomputer Network. All faculty, and students have internet access. There is a school policy defined in the Community Standards Handbook addressing the use of state computer property, ownership of data, access, and rights and authorities.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Alabama High School of Mathematics and Science: 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 fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the agency are discussed below:

- **Student Medical Case Files (School Infirmary Records).** Code of Alabama 1975, Section 6-5-482, requires "all actions against physicians, surgeons, dentists, medical institutions, or other health care providers for liability, error, mistake, or failure to cure, must be commenced within two years after the act; provided that if the cause of action is not discovered and could not have reasonably been discovered within such period, then the action may be commenced within six months from the date of such discovery or the discovery of facts which would reasonably lead to such discovery, whichever is earlier; provided further, than in no event may the action be commenced more than four years after such an act." A period of seven years after the student's last date of attendance covers this statute of limitations on the school's liability for medical treatment.

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

Promulgating Rules and Regulations:

- **Meeting Agendas, Minutes, and Packets of the Board of Directors.** The board is obligated to hold a minimum of three regular meetings each year. Information in meeting minutes may include review and approval of pharmacy educational programs, reports from the board's officers and various internal committees/task forces, actions of the board on applicants, and disciplinary actions. The meeting agendas, minutes, and packets of these meetings are necessary to document the actions of the board and its members. These records are the best source of information about the functions of the board and the creation of its policy. (RDA page 3-2) **(Bibliographic Title: Meeting Minutes)**
- **Administrative Policy and Procedural Records.** These records, which include information on enrollment, admission, and disciplinary issues, document the policies and procedures of the institute and are necessary to understand how the institute views its mandate. (RDA page 3-2) **(Bibliographic Title: Policy and Procedural Records)**

Recruiting and Admitting:

- **Catalogs for the Alabama High School of Mathematics and Science.** These documents provide an overview of the courses and policies of the school as they affect the students. (RDA page 3-2) **(Bibliographic Title: Catalogs)**

Assessing Performance:

- **Student Permanent Files.** These records document a student's successful matriculation through the Alabama High School of Mathematics and Science. Information contained in these files include, but is not limited to, identifying data, academic work completed, standardized test scores, achievement data, interest inventory results, health data, family background, teacher rating and observation, and reports of serious behavioral issues. The requirements for maintaining these records are professional practices that derive from the American Association of Collegiate Registrars and Admissions Officers to ensure standardized record keeping and retention for student records documenting attendance, achievement, and graduation. (RDA page 3-3)
- **Student Transcripts.** This series consists of original copies of student transcripts documenting courses taken and final grades assigned to those courses. Transcripts also capture scores of standardized tests (such as ACT, SAT, etc.). This series is another source documentation to verify any individual student's academic performance. (RDA page 3-3)
- **Class of [Year] Permanent Files.** These files contain all relevant information on each graduating class of the Alabama High School of Mathematics and Science. They are invaluable for tracking alumna of the school. Information contained in these files may include enrollment reports, master schedule, grade distribution by teacher, A/B honor rolls and/or GPA listing, matriculation lists, test scores (ACT, PSAT, SAT, SATII, graduate exam, AP scores), and demographic reports (list of students by county and nationality). The

requirements for maintaining these records are professional practices that derive from the American Association of Collegiate Registrars and Admissions Officers and the Southern Association of Colleges and Schools to ensure standardized record keeping and retention for student records documenting attendance, achievement, and graduation. (RDA page 3-4)

Providing Housing and Activities:

- **Student Government Association Files.** These records document the interaction between the student body and the school administration and should be accessible to the student government body for research on past decisions and policy matters. In order to provide adequate access, they should be retained by the school. (RDA page 3-6)

Documenting Graduates:

- **Associated Alumni Meeting Minutes and Agenda.** These records consist of the agenda and packet of information submitted to each Associated Alumni board member for action at the meetings. The records document fund raising efforts of the organization, donations in support of school programs, organization policy and resolutions, and recruitment efforts. (RDA page 3-7) (**Bibliographic Title: Meeting Agenda and Minutes for Associated Alumni Board Meetings**)

Administering Internal Operations:

- **Informational Publications** These publications document the agency's efforts in communicating with the public regarding information on the activities, academics, and organization of the school; school policy and procedures as it affects individual students; documentation of school attendance and alumna; daily happenings on the school's campus; and recruitment and publicity. Publications include, but are not limited to, news releases, student handbook, school yearbook, student newspaper, promotional brochures and flyers, alumni publications, and school publications directed at parents. (RDA page 3-7) (**Bibliographic Title: State Publications**)
- **Administrative Correspondence.** These records include correspondence with state officials, legal/advisory opinion correspondence, correspondence documenting insurance coverage, correspondence between the agency and the director and correspondence between the School of Mathematics and Science and other state agencies. Because the records document the policies and procedures of the agency and how the agency interacts with other agencies/ boards, the records are permanent. (RDA page 3-7) (**Bibliographic Title: Administrative Correspondence**)
- **Internal Policy and Procedural Records.** These records, which include information on faculty and staff hiring, promotion, and tenure, document the policies and procedures of the institute and are necessary to understand how the institute views its mandate. (RDA page 3-7) (**Bibliographic Title: Policy and Procedural Records**)

- **Website.** The school maintains a website at: www.asms.net. Information on the website includes admission procedures, academics, student life, outreach, parent organization, pictures of buildings and student activities, calendars, newsletters, and personnel directory. The website should be preserved as it serves as an important medium for communication with the public. (RDA pg. 3-7) (**Bibliographic Title: State Publication**)

- **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. 3-8)

- **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. 3-10)

Accessibility of Records

Several of the records referred to or described in the previous section are restricted under the following departmental guidelines and laws.

- **Student Permanent Files and Class of [Year] Permanent Files.** The Family Educational Rights and Privacy Act (FERPA), or the Buckley Amendment, restricts access to student records. Only the records of those students who matriculated are governed by this federal statute. The statute should not be used to restrict access to any statistical information regarding student populations or any financial, personnel, or administrative records of the school.
- **Library Circulation Records.** Code of Alabama 1975, Section 36-12-40 restricts access to the registration and circulation records of public school libraries. This information is open to inspection by any parent of a minor child at his/her request.

Permanent Records List

Alabama High School of Mathematics and Science

Promulgating Rules and Regulations:

1. Meeting Agendas, Minutes, and Packets of the Board of Directors
2. Administrative Policy and Procedural Records

Recruiting and Admitting:

1. Catalogs for the Alabama High School of Mathematics and Science

Assessing Performance:

- *1. Student Permanent Files
- *2. Student Transcripts
- *3. Class of [Year] Permanent Files

Providing Housing and Activities:

- *1. Student Government Association Files
- 2. Associated Alumni Meeting Minutes and Agenda

Administering Internal Operations:

1. Informational Publications
2. Administrative Correspondence
3. Internal Policy and Procedural Records
4. Website
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 High School of Mathematics and Science 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 High School of Mathematics and Science. The RDA lists records created and maintained by the Alabama High School of Mathematics and Science 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 school 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, Section 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 High School of Mathematics and Science records. Copies of superseded schedules are no longer valid and may not be used for records disposition.
- The RDA establishes retention and disposition instructions for records 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 records and record-related materials need not be retained as records under the disposition requirements in 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; (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, 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. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Alabama High School of Mathematics and Science 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.

■ Promulgating Rules and Regulations

MEETING AGENDAS, MINUTES, AND PACKETS OF THE BOARD OF DIRECTORS
Disposition: PERMANENT RECORD.

ADMINISTRATIVE POLICY AND PROCEDURAL RECORDS (not internal)
Disposition: PERMANENT RECORD.

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

■ Recruiting and Admitting

CATALOGS FOR THE ALABAMA HIGH SCHOOL OF MATHEMATICS AND SCIENCE
Disposition: PERMANENT RECORD.

Recruitment Demographics
Disposition: Temporary Record. Retain 5 years after the end of the fiscal year in which the records were created.

Admission Files
Disposition: Temporary Record. Retain 3 years after student's last date of attendance.

Pre-Test Scores
Disposition: Temporary Record. Retain 3 years after student's last date of attendance.

Records of Applicants Not Attending
Disposition: Temporary Record. Retain 2 years after application term and expiration of attendance option.

Alabama Institute of Mathematics and Science/Summer Day Camp Records
(including, but not limited to, applications, class rolls, liability forms, general correspondence)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Child Labor Permit Files
(including, but not limited to, applications for work permits, copies of issued work permits, and

monthly reports of permits issued)

Disposition: Temporary Record. Retain 1 year after the end of the fiscal year in which the records were created.

■ Documenting Attendance

Demographic Forms

Disposition: Temporary Record. Retain 1 year after the end of the academic year in which the records were created.

Enrollment Reports

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

Daily Absence Reports

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

Excused Absence Forms (including e-mails from the school nurse)

Disposition: Temporary Record. Retain until the end of the academic year in which the student graduated or 1 year after the student's last date of attendance.

Withdrawal Forms (Registrar Copy)

Disposition: Temporary Record. Retain 2 years after the student's last date of attendance.

Withdrawal Forms (Business Office Copy)

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

Enrollment/ Exclusion Forms for Drivers' Licenses

Disposition: Temporary Record. Retain 1 year after the student's last day of attendance.

Consent Forms for Student Substance Abuse Policy and Program

Disposition: Temporary Record. Retain 5 years after the date the records were created.

■ Assessing Performance

STUDENT PERMANENT FILES

Disposition: PERMANENT RECORD.

STUDENT TRANSCRIPTS (ORIGINAL COPIES)

Disposition: PERMANENT RECORD.

CLASS OF [YEAR] PERMANENT FILES

Disposition: PERMANENT RECORD.

Parental Consent Forms for Release of Student Information

Disposition: Temporary Record. Retain 1 year after the student's last date of attendance.

National Collegiate Athletics Association (NCAA) Initial Eligibility Records

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

Grade Entry Forms (completed by faculty)

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the data was posted to the transcript.

Grade Verification Forms

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the data was posted to the transcript.

Student Grade Reports

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the data was posted to the transcript.

Faculty Grade Books

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

Lesson Plans

Disposition: Temporary Record. Retain 1 year after the end of the academic year in which the records were created.

Testing Materials (Blanks Tests)

Disposition: Temporary Record. Retain for useful life.

Testing Materials (Student Tests)

Disposition: Temporary Record. Retain 2 years after the end of the academic year in which the records were created.

Withdraw Pass/Fail Course Forms

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the data was posted to the transcript.

Grade Change Forms

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the data was posted to the transcript.

Grade Distribution Reports

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

GPA Calculation Reports

Disposition: Temporary Record. Retain 1 year after the end of the academic year in which the records were created.

Transcript Requests

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

Transcript Verification Forms

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

Student Special Academic Project Records

(including, but not limited to, catalogs, sign-up lists, logistical information)

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

In-Coming Student Summer School Files

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

■ **Establishing Course Schedules**

Drop/Add Forms

Disposition: Temporary Record. Retain 1 year after the end of the academic year in which the student has graduated.

Notes Regarding Scheduling

Disposition: Temporary Record. Retain until the end of the academic year in which the records were created.

Master Course Schedules

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

Faculty Course Schedules

Disposition: Temporary Record. Retain for useful life.

Student Course Schedules

Disposition: Temporary Record. Retain until the end of the academic year in which the records were created.

Final Copy of Class Rosters

Disposition: Temporary Record. Retain until the end of the academic year in which the records were created.

Course Request Forms

Disposition: Temporary Record. Retain until the end of the academic year in which the records were created.

Requests for Independent Study Forms

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

Credit and Graduation Evaluation Forms

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

Advisor Files

Disposition: Temporary Record. Retain until the end of the academic year in which the records were created.

Foreign Exchange Student Records

(Including, but not limited to, names of students and demographic information)

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

■ **Providing Housing and Activities**

STUDENT GOVERNMENT ASSOCIATION FILES

Disposition: PERMANENT RECORD.

National Collegiate Athletic Association (NCAA) Eligibility Records

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

Library Circulation Records

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

Student Dormitory Assignment Files

Disposition: Temporary Record. Retain until the end of the academic year in which the student graduated or 1 year after the student's last date of attendance.

Parental Permission Forms for Off-Campus Trips

Disposition: Temporary Record. Retain until completion of off-campus trip.

Student Sign-Out Sheets

Disposition: Temporary Record. Retain 1 year after the end of the academic year in which the records were created.

Visitor's Logs

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

Student Disciplinary Records

Disposition: Temporary Record. Retain 3 years after the end of the academic year in which the case file is closed.

Student Medical Case Files (School Infirmary Records)

Disposition: Temporary Record. Retain 7 years after the student's last date of attendance.

ASSOCIATED ALUMNI MEETING MINUTES AND AGENDA

Disposition: PERMANENT RECORD.

Alumni Mailing Lists

Disposition: Temporary Record. Retain for useful life.

■ **Administering Internal Operations**

Managing the Agency:

INFORMATIONAL PUBLICATIONS

Disposition: PERMANENT RECORD.

ADMINISTRATIVE CORRESPONDENCE

Disposition: PERMANENT RECORD.

INTERNAL POLICY AND PROCEDURES RECORDS (not administrative)

Disposition: PERMANENT RECORD.

WEBSITE

Disposition: PERMANENT RECORD.

Routine Correspondence

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

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Printing Service Request Files

Disposition: Temporary Record. Retain until receipt of printed material.

Printing Negatives and Plates

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's approved RDA (copies of transmittals forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to State Record Commission)

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

Copies of Approved RDA

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

Computer systems 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 anywhere 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 or routine accounting transactions, such as journals, registers, and ledgers, and records of funds deposited outside the state treasury

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 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 the contract.

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.

Audit Reports

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

Managing Human Resources:

Position Classification Files

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

Application Materials

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 the end of the fiscal 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 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 of final leave status (cumulative leave)

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

Employee Flexible Benefits Plan Files

Disposition: Temporary Record. General information -- Retain until superseded.

Other (applications, correspondence) -- Retain 6 years.

State Employee Injury Compensation Trust Fund Files

Disposition: Temporary Record. Retain 6 years after separation of the 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]).

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

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 6 years after expiration of the lease.

Facilities/Building Security Records (including visitor logs)

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

Insurance Policies/Risk Management Records

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

Building Maintenance Work Orders

Disposition: Temporary Record. Retain 1 year.

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 High School of

Mathematics and Science (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 July 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 July 21, 2004 .

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

Date

Receipt acknowledged:

Dr. Jane Ellis, President/Director
Alabama High School of Mathematics and Science

Date