

Motor Sports Hall of Fame Commission



Functional Analysis & Records Disposition Authority

**Approved by the
State Records Commission
October 21, 2015**

Table of Contents

Functional and Organizational Analysis of the Motor Sports Hall of Fame Commission

Sources of Information	1
Historical Context	1
Agency Organization	2
Agency Functions and Subfunctions	2
Promulgating Rules and Regulations	2
Promoting, Selecting, and Honoring	3
Constructing and Managing the International Motor Sports Hall of Fame	3
Educating	3
Administering Internal Operations	4

Analysis of Record-Keeping System and Records Appraisal of the Motor Sports Hall of Fame Commission

Agency Record-Keeping System	5
Records Appraisal	5
Temporary Records	5
Permanent Records	6
Permanent Records List	10

Motor Sports Hall of Fame Commission Records Disposition Authority

Explanation of Records Requirements	11
Records Disposition Requirements	12
Promulgating Rules and Regulations	12
Promoting, Selecting, and Honoring	12
Constructing and Managing the International Motor Sports Hall of Fame	13
Educating	14

16	Administering Internal Operations
	Requirement and Recommendations for Implementing the Records Disposition
21	Authority

Functional and Organizational Analysis of the Motor Sports Hall of Fame Commission

Sources of Information

Representatives of the Motor Sports Hall of Fame Commission

Code of Alabama 1975, Sections 41-9-470 through 41-9-478

Alabama Government Manual, 13th Edition (2010)

Website of the International Motor Sports Hall of Fame: <http://www.motorsportshalloffame.com>

Website of the Talladega Superspeedway: <http://www.talladegasuperspeedway.com>

Wikipedia articles on Bill France, Sr., and the Talladega Superspeedway

Historical Context

Both the Talladega Superspeedway and the Motor Sports Hall of Fame arose from the vision of William “Big Bill” France, Sr., a former stock car driver who founded the National Association for Stock Car Auto Racing (NASCAR) in 1948. By the 1960s, France wanted to build a track faster and longer than his Daytona International Speedway, completed in 1959. He broke ground on an old airfield in an area known as “Dry Valley,” near Talladega, Alabama, in May 1968. The track opened on September 13, 1969, costing \$4 million. Originally named the Alabama International Motor Speedway, the facility's name changed in 1989 to the Talladega Superspeedway.

Early in 1970, France hired a successful short track racing promoter, Don Naman, to manage the facility. In their first conversations, France shared his dream of a “museum and hall of fame to preserve the history of motorsports and honor those who had contributed to its growth.” A number of local and state elected officials and civic leaders in Alabama and around the nation lent support to the idea. Talladega businessmen Billy McGehee and Travis McCaig, and the late Jean Brandli of Pell City, were chief among its early supporters. In 1975, Governor George Wallace appointed an 18-member commission to oversee the creation of an International Motor Sports Hall of Fame (IMHOF) Museum. Ms. Brandli served as its first chairman, succeeded by State Senator Gerald Dial. After a state bond issue to begin museum construction failed to pass, France underwrote the project himself, donating 35 acres of land adjacent to the speedway as a site for the museum. Ground was broken in 1981, and a ribbon cutting for the \$2 million facility was held in the spring of 1983. The original museum featured a welcoming area and ticket office, a gift shop, staff offices, offices for the International Speedway Corporation, and two exhibit halls. Today, the museum is home of some of the most historic artifacts in all of motorsports.

Beginning in 1990, many of those who had used these artifacts also began to take their places in the venue. On July 25 of that year, 20 of the global motorsports community’s greatest legends were enshrined in a ceremony befitting their accomplishments. The next day, the first class of inductees joined officials and dignitaries in cutting the ribbon on a new, 15,000-square-foot

building. Subsequent IMHOF inductions have been held on the Thursday prior to the spring Talladega Superspeedway race. The black-tie event consists of a reception, banquet and awards ceremony. Since 1996, the event's venue has been the 37,000-square-foot FOX Sports 1 Dome, the largest building on the IMHOF complex.

Agency Organization

The commission is composed of 18 members, appointed by the governor for eight-year, staggered terms. They must be residents and qualified voters of the state. At least six must be residents of Talladega County, while the other members are appointed from the state at large. All members must be knowledgeable about, and interested in, the automobile racing industry and automobile industry. Any member may be removed by the governor for just cause. Members serve without compensation but are entitled to reimbursement for expenses incurred in performing their duties. One half of the membership constitutes a quorum. The commission holds at least one meeting annually at the site of the exhibit. The members elect a chairman and may also elect an executive committee, composed of not fewer than five members, to whom the commission may delegate such powers and authority as it deems advisable.

Although its property and income are exempt from state taxation, the Hall of Fame Museum has not received legislative funding since 2007. It is now financed and run by the Talladega Superspeedway. Admission fees from the museum go to the speedway, which remits a portion of them for running the museum. IMHOF's only other regular source of funding comes through the sale of specialty license plates through the Department of Transportation. However, it also rents out the Fox Sports Dome and occasionally holds fundraising events to raise more revenue. Both the commission's executive director and the museum's manager are speedway employees. An office manager is the only state-funded staff member, but there are part-time volunteers.

Agency Function and Subfunctions

The commission is one of the agencies charged with carrying out the Stewardship function of Alabama government. Its purpose (described in the Code of Alabama 1975, Section 41-9-478) is "to provide in this state appropriate housing facilities for displaying to the general public exhibits relating to the automobile racing industry," as well as managing and controlling those displays. It is authorized to select and improve a site for housing the exhibits; to enter into contracts; to borrow money and issue bonds; to accept "public or private gifts, grants, and donations," either financial gifts or donations of artifacts and memorabilia pertaining to the racing industry; and to employ an executive director and "additional personnel as may be necessary" to accomplish its intended purpose.

In the performance of its mandated function, the commission may engage in the following subfunctions:

Promulgating Rules and Regulations. Under Section 41-9-472 of the Code of Alabama, the commission is empowered to "make such rules and regulations as [it] may deem necessary and desirable to provide for the operation, management, and control of the [Hall of Fame]

facility.” It has no authority over the Talladega Superspeedway, whose management and finances rest in private hands.

Promoting, Selecting, and Honoring. “In view of the unique character” of its statutory mandate, the commission is authorized to “develop and institute a program of promot[ing] and advertising” its motorsports exhibits. Its goal is to attract and acquire “such visual exhibits relating to the automobile racing industry as may be made available by the . . . industry or any other individual, corporation, or legal entity” (Code of Alabama 1975, Sections 41-9-470, -478). To increase its public visibility, the International Motor Sports Hall of Fame also houses other auto racing halls of fame: the Automobile Racing Club of America (ARCA) Hall of Fame, the Quarter Midgets of America Hall of Fame (for drivers between the ages of five and 16), the Alabama Racing Pioneers Hall of Fame, and the Alabama Sports Writer's Hall of Fame. The Henry T. McLemore Motorsports Journalism Award is also sponsored by the IMHOF.

While inducting honorees was not mentioned in the commission’s creating legislation, honoring “the best of the best” who contributed to the development of motorsports was the intention even before the commission was created. As the hall’s website states:

The men and women enshrined in this facility are . . . the drivers, riders and pilots that took us along as mankind continued its quest to break through new limits. They are the designers, engineers, and builders that shaped the motorsports world. They are the great leaders like Henry Ford, Enzo Ferrari and Ferdinand Porsche that built empires that still achieve at the highest level today. We seek to honor their achievements and celebrate their lives and their accomplishments.

In order to be eligible, potential inductees must either be deceased or retired for five years, or be over 65 years old. The selection panel is composed of 100 members of the sports media industry. In the first round of voting, they pick 20 candidates; a second round selects the final inductees. Recently, fewer than half a dozen new members have been chosen annually, although early classes were larger. No inductions were made in 1995, 2010, or 2014. A complete list of the hall’s 145 members is appended.

Constructing and Managing the International Motorsports Hall of Fame.

Under its originating legislation, the commission was authorized “to investigate and select an available site for housing the exhibits,” and to construct a suitable facility. “Such facility shall . . . be open to the general public and shall be located in . . . Talladega County.” The commission may hire an executive director and other personnel to manage the museum. Its employees are “not subject to the provisions of the state Merit System Act; however, they shall be eligible for participation in the state health insurance plan and benefits,” as well as the state retirement system as it applies to “counties, cities, towns and other quasi-public organizations of the state.” (Code of Alabama 1975, Sections 41-9-472, -470)

Educating. Opened in April of 1983, the International Motor Sports Museum is dedicated to the preservation of the history of motorsports. Its collection of racing vehicles is now valued at more than \$15 million. For visitors, the museum offers a walking, self-guided tour that takes about an hour to complete. Besides its three exhibit halls and pavilion area, the IMHOF includes the McCaig-Wellborn Motor Sports Research Library. This 3,000-square-foot facility houses more than 14,000 books, periodicals, and racing programs, as well as over 10,000

photographs. The museum offers special field trip rates to local schools, clubs, or civic groups. Also available are tours of the Talladega Superspeedway, via a handicapped-accessible van. The speedway tour lasts approximately 20 minutes and is narrated by the van driver.

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

Managing the Agency. Activities involved in managing the agency may include internal office management activities such as corresponding and communicating; scheduling; meeting; creating policies and procedures; reporting; litigating; legislating (drafting, lobbying, tracking); publicizing and providing information; managing records; and managing information systems and technology.

Managing Finances. Activities involved in managing finances may include the following: budgeting (preparing and reviewing the budget package, submitting the budget package, 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.

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 Motor Sports Hall of Fame Commission

Agency Record-Keeping System

The International Motor Sports Hall of Fame operates a hybrid record-keeping system composed of paper and electronic records.

Paper-based System: Most of the commission's records are created and maintained in paper format.

Computer System: The commission utilizes an electronic financial database for merchandise sales and lease income, as well as other financial records. Museum inventory is maintained electronically. Electronic records kept by the commission are backed up with paper copies. The commission does not scan records at this time.

Records Appraisal

The following is a discussion of the two categories of records created and/or maintained by the Motor Sports Hall of Fame Commission: 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 temporary records created by the commission are discussed below.

Nominee Files. These files document the nomination of prominent individuals in the motor-sports industry for induction into the IMHOF. They consist of ballots from a nominating panel of 100 sports media personalities, who do not submit supporting documents. The first round of voting selects 20 candidates; the second round determines the final inductees. Nominees who are not inducted may remain on the list from one year's induction to the next. Disposition calls for files relating to inducted individuals to be placed in the Inductee and Special Awards/Recognition Files (below), and for files of nominees who are not inducted to be retained five years or until the nominee is no longer eligible.

Researcher Registration Files. These records contain more detailed information on researchers using collections at the McCaig-Wellborn Motor Sports Research Library. Information available may include researchers' names and addresses, driver's license numbers, assigned researcher numbers, and types of research being conducted. The files may also contain call slips or other information about specific collections or items used by researchers. They are assigned a lengthy (15-year) retention period in case theft or damage to collections is discovered only after the researcher has departed.

Volunteer Files. These files document the IMHOF's use of volunteers, who may serve as tour guides or docents, work in the gift shop or other park facilities, or perform other tasks. Disposition is provided for both program administrative records and files on individual volunteers.

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

Promulgating Rules and Regulations

Commission Meeting Agendas, Minutes, and Packets. At its periodic meetings, the commission determines policy on matters related to selecting IMHOF honorees and acquiring, housing, and displaying motor sports artifacts and other historical materials. This series includes minutes of commission meetings, as well as agendas and informational materials reviewed by members prior to meetings. The records provide core documentation of the commission's decisions and activities in fulfilling its statutory mandate (RDA, page 12) (**Bibliographic Title: Commission Meeting Files**)

Promoting, Selecting, and Honoring

Inductee Files. These files document induction into the IMHOF of legendary race car drivers, designers, engineers, and other individuals who have made significant and lasting contributions to the history of motorsports. Ballots are submitted by a nominating panel of 100 sports media personalities, who select nominees and inductees in two rounds of voting. Files of inductees may also biographical data, correspondence, photographs, memorabilia, and other materials documenting their achievements. These records provide the primary documentation of the commission's role in preserving the history of motorsports and are appraised as permanent. (RDA, page 12) (**Bibliographic Title: Inductee Files**)

Constructing and Managing the International Motorsports Hall of Fame

Complex Building Plans and Specifications. These records document the design, construction, and layout of exhibits for the original and new museum buildings, the Fox Sports 1 Dome, and other buildings in the IMHOF complex. Included may be specifications and floor plans, plans of proposed work, lists of materials, correspondence, memoranda, reports, blueprints, site plans, elevation details, and financial records. Plans, specifications, and blueprints are appraised as permanent, other records for the life of the building. (RDA, page 13) (**Bibliographic Title: Construction Files**)

Financial Donation Files. These records document monetary gifts to the IMHOF Museum that result from fundraising or memorials, tributes, or gifts from private individuals or corporations. Also included are files relating to prospective donors and declined donations. Information in the records may include the names of donors, reasons for the donations and their acceptance or rejection, conditions or restrictions on the gifts, and correspondence with the donors and their families. Only the files of actual donations are appraised as permanent. Disposition calls for them to be retained in office.

Informational and Promotional Publications. The IMHOF may create promotional brochures and pamphlets, programs, exhibit catalogs, or other publications promoting hall of fame induction ceremonies, fundraising or other special events, and new exhibits available at the museum. These records provide primary documentation of the commission's promotional and educational activities. (RDA, page 13) (**Bibliographic Title: State Publications**)

Educating

Accreditation Files. These records document the process of applying for, and receiving, accreditation from state or national professional standard-setting organizations. Information in the files may include a history of the IMHOF; descriptions of facilities, funding, staff, and programs; accreditation requirements from the standard-setting organization; correspondence between the museum and organization; and the museum's accreditation status. These records provide a history of the museum's development and may be required to document its accreditation status and the professional standards governing its work. Disposition calls for them to be retained in office.

Collection Policies and Procedures. These records provide ongoing documentation of the IMHOF's collection goals, acquisition policies, and accessioning/deaccessioning procedures. They may include policy statements, procedures manuals, and memoranda or correspondence relating to collection policies. The records provide essential documentation of the museum's development and changes in its collection policies and goals. (RDA, page 15) (**Bibliographic Title: Collection Policies**)

Accession/Deaccession Logs or Files. These records describe items added to, or removed from, the IMHOF's permanent collection. Besides providing a description of each item, these records document the reasons for accessioning or deaccessioning it. They are useful in proving ownership for legal or insurance purposes and in contacts with donors. Disposition calls for them to be retained in office.

Donor Files. These records document gifts of collection items to the IMHOF. Also included are files relating to prospective donors and declined donations, but only files of actual donations are appraised as permanent. Information in donor files may include names of donors, descriptions of donated items, reasons for donations and their acceptance or rejection, conditions or restrictions on gifts, and correspondence with donors or their families. Donor files are essential for establishing the provenance of donated items. Disposition calls for them to be retained in office.

Collection Inventories. These records document periodic inventories of all items in the IMHOF's collection. They contain item descriptions, acquisition information, and item locations and provide proof of the museum's ownership of collection items. The Code of Alabama 1975, Section 36-16-8(1) requires that all state agency property managers "keep at all times in their files a copy of all inventories submitted to the Property Inventory Control Division" for examination by the Examiners of Public Accounts. Disposition for these records calls for them to be retained in office.

Loan Files. These records document temporary and permanent loans to and from the IMHOF. They provide documentation of the transaction and proof that loaned items were received and returned. Information available in the records may include the lender's and recipient's names and institutions, facilities reports from other institutions, a description of the item(s) loaned, loan agreement forms (including conditions of the loan), and receipts. The records provide essential documentation for legal and insurance purposes. Disposition calls for them to be retained in office.

Museum Artifact Control Files. These records document provenance, acquisition, identification, cataloging, maintenance, and repair work on artifacts in the museum's collections. They also provide a visual description of each item and may contain photographs. Disposition calls for them to be retained in office.

Administering Internal Operations—Managing the Agency

Administrative Policies and Procedures. These records provide essential documentation of a variety of issues in the commission's policies on selecting inductees and administration of the IMHOF. Information in the records may not always be reflected in the minutes of commission meetings. (RDA, page 16) **(Bibliographic Title: Administrative Policies and Procedures)**

Administrative Correspondence. These records consist of policy-related correspondence, and related files, by commission members or senior administrative staff. They reflect decisions or deliberations on policies and procedures related to the commission or the IMHOF, as well as broader questions of administration. (RDA, page 16) **(Bibliographic Title: Administrative Correspondence)**

Annual Reports. The commission may create an annual narrative and financial report describing its activities during the calendar or fiscal year. The reports provide documentation of the commission's projects and activities during the year, as well as an ongoing agency history. They offer primary documentation of the commission's fulfillment of its statutory mandates. (RDA, page 16) **(Bibliographic Title: State Publications)**

Historical Files. These records are maintained by the commission to document its history. They may include newspaper clipping files, scrapbooks, photographs, films, audio or video tapes, copies of speeches, or other materials pertaining to important events affecting the commission, the IMHOF, or the Talladega Superspeedway. (RDA, page 16) **(Bibliographic Title: Historical Files)**

Publicity Files. These records may include press releases, newsletters, informational brochures, and announcements designed to publicize events or programs of the commission or IMHOF. They document the commission's promotional activities. (RDA, page 16) **(Bibliographic Title: Publicity Files)**

- **Website and Social Media Site(s).** The International Motor Sports Hall of Fame maintains a website at <http://www.motorsportshalloffame.com>. ADAH archivists capture and preserve agency websites, and other social media sites, through a service offered by

the Internet Archive (Archive It). This series documents the commission's functions and interaction with the public. (RDA, page 16) (**Bibliographic Title: Website and Social Media Site[s]**)

Administering Internal Operations—Managing Finances

Grant Files—Final Narrative Reports. While not all grants are federally funded, disposition requirements for them in this RDA are based on federal requirements. Final narrative reports, which are appraised as permanent, are submitted according to the requirements of the funding agency. They summarize the goals of the grant, how the money was used, and what was accomplished. (**Bibliographic Title: Grant Project Final Reports**)

Administering Internal Operations—Managing Human Resources

Having only one state employee, the Motor Sports Hall of Fame Commission currently creates no permanent personnel records.

Administering Internal Operations—Maintaining Properties, Facilities, and Resources

In this RDA, permanent records usually listed under this subfunction are instead listed under the subfunction entitled: "Constructing and Managing the International Motorsports Hall of Fame."

PERMANENT RECORDS LIST
Motor Sports Hall of Fame Commission

Promulgating Rules and Regulations

1. Commission Meeting Agendas, Meetings, and Packet

Promoting, Selecting, and Honoring

1. Inductee Files

Constructing and Managing the International Motor Sports Hall of Fame

1. Complex Building Plans and Specifications
2. Financial Donation Files
3. Informational and Promotional Publications

Educating

1. Accreditation Files*
2. Collection Policies and Procedures
3. Accession/Deaccession Logs or Files*
4. Donor Files*
5. Collection Inventories*
6. Loan Files*
7. Museum Artifact Control Files*

Administering Internal Operations—Managing the Agency

1. Administrative Policies and Procedures*
2. Administrative Correspondence*
3. Annual Reports
4. Historical Files
5. Publicity Files
6. Website and Social Media Site(s)

Administering Internal Operations—Managing Finances

1. Grant Files—Final Narrative Reports

*Indicates records that ADAH anticipates will remain in the care and custody of the creating agency. ADAH staff is available to work with the agency in determining the best location and storage conditions for the long-term care and maintenance of permanent records not transferred to ADAH.

Motor Sports Hall of Fame Commission 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 Services Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Motor Sports Hall of Fame Commission. The RDA lists records created and maintained by the commission 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 commission 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 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 Services Division at (334)242-4452.

Explanation of Records Requirements

This RDA shall govern the disposition of all records, regardless of format, created by the agency from its creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.

This RDA supersedes any previous records disposition schedules governing the retention of the Motor Sports Hall of Fame Commission's records. Copies of superseded schedules are no longer valid and should be discarded.

The 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 record-like materials are not actually regarded as official records and 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 maintain 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 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; and (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the office staff. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Motor Sports Hall of Fame Commission and lists the groups of records created and/or maintained by the commission in carrying out those subfunctions. The commission may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular biannual meetings.

*Denotes agency vital records, defined as records required to carry on its essential operations, to protect its legal and financial interests, and to assist in its recovery during a period of emergency or natural disaster.

Promulgating Rules and Regulations

COMMISSION MEETING MINUTES, AGENDAS, AND PACKETS*
Disposition: PERMANENT RECORD.

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

Executive Committee Meeting Minutes/Notes
Disposition: Temporary Record. Retain 5 years or until audited, whichever is longer.

Commission Member Appointment Files
Disposition: Temporary Record. Retain 5 years after the term is expired, or until audit, whichever is longer.

Promoting, Selecting, and Honoring

Nominee Files

Files of Nominees Inducted into the Hall of Fame
Disposition: PERMANENT RECORD. Transfer to Inductee Files.

Files of Nominees Not Inducted into the Hall of Fame
Disposition: Temporary Record. Retain 5 years, or until nominee is no longer eligible for induction.

INDUCTEE FILES*
Disposition: PERMANENT RECORD.

Constructing and Managing the International Motorsports Hall of Fame

COMPLEX BUILDING PLANS AND SPECIFICATIONS*

Disposition: PERMANENT RECORD.

Deeds to the IMHOF Site and Other Properties Owned by the Commission

Disposition: Temporary Record. Retain until property is no longer owned by the commission.

FINANCIAL DONATION FILES

FILES OF FINANCIAL DONATIONS*

Disposition: PERMANENT RECORD. Retain in office.

Files of Potential Financial Donations (“lead files” and correspondence)

FILES THAT RESULT IN DONATIONS: PERMANENT RECORD. Transfer to Donor Files.

Files that do not result in donations: Temporary Record. Retain for useful life.

Files of Declined Financial Donations: Temporary Record. Retain 5 years after last contact with potential donor.

Attendance/Usage Records

Attendance Logs and Sign-in Sheets

Disposition: Temporary Record. Retain 6 years or until any resulting litigation is concluded (Code of Alabama, Section 6-2-34).

Attendance Statistics and Reports

Disposition: Temporary Record. Retain for useful life.

Admission Tickets to Sites, Facilities, and Events

Disposition: Temporary Record. Retain 1 year after audit.

INFORMATIONAL AND PROMOTIONAL PUBLICATIONS

Disposition: PERMANENT RECORD.

Special Events/Fundraising Files

Lists of Attendees or Participants, Attendance Logs and Sign-in Sheets

Disposition: Temporary Record. Retain for useful life.

Admission Tickets and Other Routine Financial Records

Disposition: Temporary Record. Retain 1 year after audit.

Volunteer Files

Volunteer program administrative files (lists of names, addresses, and work assignments; documentation of training and volunteer appreciation activities)

Disposition: Temporary Record. Retain for useful life.

Files on individual volunteers (applications, work histories, publicity articles, service awards)

Disposition. Temporary Record. Retain 6 years after last contact with volunteer.

Security and Access Control Records

Staff access logs and sign-in sheets/security card print-outs

Disposition: Temporary Record. Retain 1 year.

Property pass files (staff sign-out sheets, receipts, etc.)

Disposition: Temporary Record. Retain 1 year after property's return.

Guards' inspection reports of collections/artifacts

Disposition: Temporary Record. Retain 2 years.

Electronic security monitoring system log sheets

Disposition: Temporary Record. Retain 3 years.

Routine electronic security monitoring system recordings

Disposition: Temporary record. Retain 30 days, or until final disposition/resolution of any criminal cases, litigation, or other incidents for which recordings provide evidence.

Security/emergency response records

Disposition: Temporary Record. Retain 6 years after final disposition/resolution of event or any resulting criminal cases, litigation, or claims due.

Fire Extinguisher and Alarm Maintenance/Inspection Records

Disposition: Temporary Record. Retain 2 years.

Building Sprinkler System Maintenance/Inspection Records

Disposition: Temporary Record. Retain 2 years.

Fire/Safety Inspection Results

Disposition: Temporary Record. Retain until superseded.

Educating

ACCREDITATION FILES*

Disposition: PERMANENT RECORD. Retain in office.

COLLECTION POLICIES AND PROCEDURES*

Disposition: PERMANENT RECORD.

ACCESSION/DEACCESSION LOGS OR FILES

Disposition: PERMANENT RECORD. Retain in office.

DONOR FILES*

FILES OF DONATED ITEMS

Disposition: PERMANENT RECORD. Retain in office.

Files of Potential Donations (“lead files” and correspondence)

FILES THAT RESULT IN DONATIONS: PERMANENT RECORD. Transfer to Donor Files.

Files that do not result in donations: Temporary Record. Retain for useful life.

Files of Declined Donations: Temporary Record. Retain 5 years after last contact with potential donor.

Cataloging Worksheets and Databases

Data Entry Worksheets

Disposition: Temporary Record. Retain until verification of data in cataloging database.

Databases of Collections

Disposition: Temporary Record. Retain until superseded or no longer useful.

COLLECTION INVENTORIES*

Disposition: PERMANENT RECORD. Retain in office.

LOAN FILES*

Disposition: PERMANENT RECORD. Retain in office.

MUSEUM ARTIFACT CONTROL FILES

Disposition: PERMANENT RECORD. Retain in office.

Environmental Monitoring and Control Records (temperature and humidity readings, statistics on environmental conditions, or memoranda recommending corrective actions)

Disposition: Temporary Record. Retain for useful life.

Reference Logs, Statistics, and Reports (documenting reference use of collections and staff assistance to patrons making reference inquiries)

Disposition: Temporary Record. Retain for useful life.

Researcher Registration Files

Disposition: Temporary Record. Retain 15 years.

Administering Internal Operations—Managing the Agency

ADMINISTRATIVE POLICIES AND PROCEDURES*

Disposition: PERMANENT RECORD.

ADMINISTRATIVE CORRESPONDENCE

Disposition: PERMANENT RECORD.

ANNUAL REPORTS

Disposition: PERMANENT RECORD.

HISTORICAL FILES

Disposition: PERMANENT RECORD.

PUBLICITY FILES

Disposition: PERMANENT RECORD.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Telephone Logs, Mailing Lists, Appointment Calendars

Disposition: Temporary Record. Retain for useful life.

Legal Case Files

Disposition: Temporary Record. Retain 6 years after case is closed.

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

Disposition: Temporary Record. Retain 1 year following audit.

Copies of approved RDA

Disposition: Temporary Record. Retain 1 year after audit in the fiscal year in which the RDA is superseded.

Computer systems documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions.)*

Disposition: Temporary Record. Retain documentation of former system 1 year after audit for the fiscal year in which the former hardware and software no longer exists anywhere in the board and all permanent records have been migrated into a new system.

WEBSITE AND SOCIAL MEDIA SITE(S)

Disposition: PERMANENT RECORD.

(ADAH staff captures and preserves the agency's website and other social media sites via a service offered by the Internet Archive [Archive It]. Check with ADAH website at www.archive-it.org/organizations/62 to ensure your agency website and social media site(s) are captured and preserved. If your agency's website and social media site(s) are not captured by the service, please contact the Government Services Division at 334-242-4452 to get them included.)

Administering Internal Operations—Managing Finances

Gift Shop Annual Inventories

Disposition: Temporary Record. Retain 1 year after audit.

Records documenting the preparation of a budget package and reporting on the status of funds, requesting amendments of allotments, and reporting program performance.*

Disposition: Temporary Record. Retain 1 year following audit.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products.*

Disposition: Temporary Record. Retain 1 year

Records of original entry or routine accounting transactions 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 1 year after audit.

Records documenting requests for authorization from supervisors to travel on official business either within or outside the state, and other related materials, such as travel reimbursement forms and itineraries.

Disposition: Temporary Record. Retain 1 year following audit.

GRANT FILES

FINAL NARRATIVE REPORTS

Disposition: PERMANENT RECORD. Retain in office.

Financial Reports, Interim Narrative Reports, and Correspondence

Disposition: Temporary Record: Retain 6 years.

Subsidiary Financial Records

Disposition: Temporary Record. Retain 3 years or until audited, whichever is longer.

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

1. Original bid records maintained in the purchasing office of the agency for contracts over \$15,000
Disposition: Temporary Record. Retain 7 years after end of the fiscal year in which the bids were opened.
2. Duplicate copies of bid (originals are maintained by the Division of Purchasing, Department of Finance)
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Contractual records established for the purpose of services or personal property
Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Administering Internal Operations—Managing Human Resources

Position Classification Records

Disposition: Temporary Record. Retain 4 years after reclassification of the position.

Records documenting application for employment

Disposition: Temporary Record. Retain 2 years.

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

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

Records documenting payroll deduction authorizations

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

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 1 year after audit

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 1 year after audit.

Records documenting employees' daily and weekly work schedules

Disposition: Temporary Record. Retain 1 year after audit.

Records documenting an employee's hours worked, leave earned, and leave taken (including time sheets)

Disposition: Temporary Record. Retain 1 year after audit.

Records documenting sick leave donations

Disposition: Temporary Record. Retain 1 year after audit.

Records documenting final leave status

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

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

1. Compliance Records

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

2. Complaint Records

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

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 12 years after separation of the employee from the agency.

Employee Flexible Benefits Plan Files (applications and correspondence)

Disposition: Temporary Record. Retain 6 years.

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.

Administering Internal Operations—Managing Properties, Facilities, and Resources

Disaster Planning/Recovery Documentation (disaster plan, lists of vital records and equipment, locations of back-up record copies and emergency supplies, contact numbers for emergency assistance agencies, names and telephone numbers of disaster recovery team members, and disaster response and recovery procedures)

Disposition: Temporary Record. Retain until superseded. Duplicate the current plan and disperse off-site copies among disaster recovery team members.

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 Affidavits

Disposition: Temporary Record. Retain 3 years after 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.

Incident/Accident Report

Disposition: Temporary Record. Retain 2 years following incident/accident.

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

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

Requirement and Recommendations for Implementing the Records Disposition Authority

Requirement

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 obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of records of the Motor Sports Hall of Fame Commission as stipulated in the document.

One condition of this authorization is that the commission submit an annual Records Disposition Authority (RDA) Implementation Report on its records management activities, including documentation of records destruction, to the State Record Commission in October of each year.

Recommendations

In addition, the Motor Sports Hall of Fame Commission should make every effort to establish and maintain a quality record-keeping program through the following activities:

The commission should designate a managerial position as its records liaison. This position is responsible for: ensuring the development of quality record-keeping systems that meet the commission’s business and legal needs, 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, submitting an annual report on records management activities to the State Records Commission in October of each year, and ensuring the regular implementation of the commission’s approved RDA.

Destruction of temporary records, as authorized in this RDA, should occur commission-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 Open Meetings Act, audit requirements, or any legal notice or subpoena.

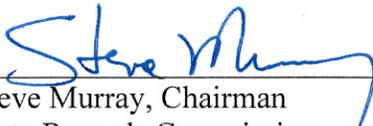
The commission should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the commission 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 may contain permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA’s requirements, the

commission 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 permanent records in the commission's custody and inspect records destruction documentation. Government Services Division archivists are available to instruct commission staff in RDA implementation and otherwise assist the office in implementing its records management program.

The State Records Commission approved this records disposition authority on October 21, 2015.



Steve Murray, Chairman
State Records Commission

10/21/15

Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.



Gerald Dial, Chairman
Motor Sports Hall of Fame Commission

11/20/15

Date