

**Alabama State Board of  
Veterinary Medical Examiners**

**Functional Analysis  
&  
Records Disposition Authority**



**Presented to the  
State Records Commission  
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# **Functional and Organizational Analysis of the Alabama State Board of Veterinary Medical Examiners**

## **Sources of Information**

Representatives of the Alabama State Board of Veterinary Medical Examiners  
Code of Alabama 1975, Sections 34-29-1 through 34-29-111  
Alabama Administrative Code, Chapters 930-X-1-01 through 930-X-1-34  
Alabama Government Manual (1998)  
Alabama State Board of Veterinary Medical Examiners Audit Report (October 1, 1997 to September 30, 1999)

## **Agency Organization**

The board consists of eight members appointed by the governor. The governor appoints the members from a list of nominees submitted by the Alabama Veterinary Medical Association. Board members serve staggered four-year terms, with no person eligible to serve for more than thirteen years. Members must be graduates of an accredited school of veterinary medicine, and licensed to practice veterinary medicine in the state. The board elects each year from its membership a president and a vice-president. The board appoints an executive director who serves as chief executive officer for the board. An organizational chart is attached.

## **Historical Context**

In 1915, the Legislature established the State Board of Veterinary Medical Examiners, consisting of five members of the State Veterinary Medical Association and graduates of a legally chartered veterinary medical college. All qualified applicants were required to pay a fee of ten dollars for a state license and an annual registration fee of one dollar (Acts of Alabama 1915, No. 82). In 1951, the Legislature amended the act of 1915, requiring board members to be graduates of an accredited veterinary medical college approved by the American Veterinary Medical Association. Fees for license and annual registration were also increased to fifteen dollars and five dollars respectively (Acts of Alabama 1951, No. 945). In 1986, the Legislature re-established the board in its present form (Acts of Alabama 1986, No. 86-500).

## **Agency Function and Subfunctions**

The mandated function of the Alabama State Board of Veterinary Medical Examiners is to license/register qualified applicants as Veterinarians/Veterinary Technicians and regulate the veterinary profession in Alabama. The board is one of the agencies primarily involved in carrying out the Regulatory function of Alabama government. In the performance of its mandated functions, the board may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** Code of Alabama, section 34-29-69 (7), specifies that the board may adopt, amend, or repeal rules and regulations for the administration of the veterinary laws of Alabama. This subfunction encompasses activities pertaining to the establishment and publication of rules and regulations by the board for carrying out of its duties and responsibilities.
- **Licensing and Registering Veterinary Professionals.** Code of Alabama, Section 34-29-69 (1), authorizes the board to examine and determine the qualifications and fitness of applicants for a license to practice veterinary medicine in the state. Licenses are issued to applicants who meet approved general/educational requirements and have passed the required national/state examinations. Code of Alabama, Section 34-29-69 (10), authorizes the board to determine the eligibility and qualification requirements for veterinary technicians and to register veterinary technicians, veterinary interns and veterinary student preceptees. The board may renew the licenses if practitioners have met the continuing education requirements, completed renewal forms, and paid the required fee. In accordance with the Administrative Code, Chapter 930-X-1-12, the board must review and approve all continuing education programs before presentation. Code of Alabama, Section 34-29-71 (a) authorizes the board to issue a temporary license to practice veterinary medicine to an unlicensed applicant if the applicant meets all requirements and qualifications for licensure. Holders of temporary licenses may only work with a licensed doctor of veterinary medicine for 90 days. The board may renew the temporary license upon request. In addition, the board may issue an inactive license to any veterinarian or veterinary technician who wishes to maintain a license in Alabama but is not currently practicing veterinary medicine.
- **Regulating Veterinary Premises.** Code of Alabama, Section 34-29-88 (a) mandates that any facility, including mobile clinics or any other premises where a license veterinarian practices, shall have a premise permit issued by the board. Staff members of the board, upon the receipt of an application and required fees, inspect the facility for compliance with minimum sanitary conditions. The board then issues permits to those premises that meet sanitary standards. All permits are renewable on a yearly basis.
- **Conducting Investigations and Hearings.** In accordance with Code of Alabama, Section 34-29-79, the board may initiate investigations against a license holder, either on its own motion or on the complaint of any person. An investigative committee, consisting of a board member, the board's executive director, the board's legal counsel and, if necessary, an investigator employed by the board, investigates the complaint to determine whether there is probable cause for disciplinary proceedings. The board may make an informal settlement with the licensee or may take other disciplinary actions, such as suspension or revocation of certificate and permit to practice.
- **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 activities 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 involved in managing finances may include the following: budgeting (preparing and reviewing the 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.

**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 State Board of Veterinary Medical Examiners**

## **Agency Record Keeping System**

The Alabama State Board of Veterinary Medical Examiners currently operates a hybrid record keeping system composed of paper and electronic records.

Paper-based Systems: Most of the board's records are created and maintained in paper form.

Computer Systems: The current information system of the Alabama State Board of Veterinary Medical Examiners utilizes IBM personal computers running Window 2000 on the board's server and workstations. Computers are connected to the server through a hub located in the executive director's office. Staff members have access to the Internet through the Information Services Division.

The following databases are maintained on the board's server:

- (1) Main Active Licensure Database (DATA) – created in Excel and used to maintain active permit licensing information on veterinarians, veterinary technicians, premises, and to print all cards, rosters, labels, statements, and renewal forms for licensees.
- (2) Inactive License Database (INACTIVE) - created in Excel and used to maintain information on inactive veterinarians/veterinary technicians (those who wish to maintain a license in Alabama but are not currently practicing veterinary medicine) and to print labels, directories, statements, and renewal forms for licensees.
- (3) Premise Inspection Database (PREMISEINSPECTION) - created in Excel and used to record/maintain premise inspection information on active premises.
- (4) North American Veterinary License Examination Report Database (NAVLE) – created in Excel and used to record and update examination scores, to generate examination seat assignments, and to print all necessary labels, reports and the NAVLE candidate rosters.
- (5) Veterinary Technician National Examination Report Database (VTNE) – created in Excel and used to record and update examination scores, to generate examination seat assignments, and to print all necessary labels, reports and the VTNE candidate rosters.

(6) Income Report Database (INCOME) - created in Excel and used to document/balance payments received from individual licensees and applicants for license fees, premise permit fees, new inspection fees, application fees, examination fees, and all others fees generated by the board for services provided.

(7) Expenses Database (EXPENSES) - created in Excel and used to document/balance all vouchers and expenditures paid relative to board operations, meetings, examinations and staff employed by the board.

(8) Temporary License Database (TEMPLIC) - created in Excel and used to document/balance payments received from applicants for temporary annual permits to practice in the state, and to maintain and print all necessary permits, labels, and rosters.

The board staff members complete backup procedures every night. The board plans to establish a web site in the future.

## **Records Appraisal**

The following is a discussion of the two major categories of records created and/or maintained by the Alabama State Board of Veterinary Medical Examiners: 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 board are discussed below:

- **Veterinary/Veterinary Technician Licensure and Registration Files.** The board is responsible for examining applicants and issuing certificates of qualification to qualified applicants. These files serve as evidence of the scope of a licensee's professional practice in this state from initial licensing to the final separation. These records document the history of the licensee and should be maintained long enough to cover the career span of an individual licensee as these files may be needed from time to time by the board for licensing, revocation, and reinstatement purposes. Records of deceased licensees may be destroyed once they have met audit/compliance review and reference requirements.
- **Premise Inspection Files.** The board is responsible for inspecting premises where veterinary medicine is practiced and issuing annual premise permits to qualified applicants. These files serve as evidence of inspection of premises from initial permitting to closure. These records document the history of the premise and should be maintained long enough to cover the operation span of the individual premise, as these files may be referenced from time to time by the board for monitoring purposes. Records of closed premises may be destroyed once they have met audit/compliance review and reference requirements.

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

**Promulgating Rules and Regulations:**

- **Veterinary Practice Act and Administrative Code of Alabama.** The board publishes and updates this volume periodically for public distribution. Included are excerpts from the Code of Alabama, the Administrative Code, and program-related forms. This publication documents all professional rules, regulations, and procedures governing the practice of veterinary medicine in Alabama. (RDA pg. 3-2) **(Bibliographic Title: Veterinary Practice Act and Administrative Code of Alabama)**
- **Meeting Minutes of the Board.** The board holds at least two regular meetings each year. Special meetings may be called if needed. These records document proposed and executed proceedings of meetings. They are the core documentation of the board’s policy making and other program related functions. (RDA pg. 3-3) **(Bibliographic Title: Meeting Minutes)**

**Licensing and Registering Veterinary Professionals:**

- **Licensure Ledger.** Code of Alabama, Section 34-29-68, requires the board to record in a file all licenses issued by the board. This ledger is created to document essential information on licenses issued to qualified applicants. Data includes names, certificate numbers, school names, and dates of graduation. (RDA pg. 3-2) **(Bibliographic Title: Licensure Ledger)**
- **Written Examination Questions.** In addition to the North American Veterinary Licensing Examination, all applicants for licensure to practice veterinary medicine in the state must take and pass a state written examination on material found in the Alabama Practice Act and the Administrative Code of the board. This series consists of blank written examination questions designed and used by the board in evaluating the qualifications of applicants for licensure. They document the board’s function in regulating veterinary professionals. (RDA pg. 3-2) **(Bibliographic Title: Written Examination Questions)**
- **Newsletters.** The board publishes a quarterly newsletter, known as “Examiner,” to serve as a communication tool between the board and licensees. The newsletter may contain information on new legislation or rules, complaint issues and disciplinary actions, personnel changes, obituaries, questions and answers, and an event calendar. (RDA pg. 3-4) **(Bibliographic Title: Newsletters)**

**Investigating Consumer Complaints and Violations:**

Permanent records providing summary documentation of this subfunction are found in the Meeting Minutes of the Board as described in the Promulgating Rules and Regulations subfunction.

**Administering Internal Operations:**

The board currently creates no permanent records under this subfunction.

**Accessibility of Records**

Code of Alabama, Section 34-29-68, specifies that “information received by the board through applications, complaints, inspections, and investigations shall be confidential and shall not be disclosed, except in a proceeding involving the question of the issuance of a license or disciplinary proceedings against a licensee or if authorized by law, a non-licensee.”

**Permanent Records List**  
**Alabama State Board of Veterinary Medical Examiners**

**Promulgating Rules and Regulations:**

1. Veterinary Practice Act and Administrative Code of Alabama
2. Meeting Minutes of the Board

**Licensing and Registering Veterinary Professionals:**

1. Licensure Ledger
2. Written Examination Questions
3. Newsletters

## **Alabama State Board of Veterinary Medical Examiners 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 State Board of Veterinary Medical Examiners. The RDA lists records created and maintained by the board 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 Alabama State Board of Veterinary Medical Examiners 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 State Board of Veterinary Medical Examiner'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.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- 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 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 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 State Board of Veterinary Medical Examiners and lists the groups of records created and/or maintained by the board as a result of activities and transactions performed in carrying out these subfunctions. The board 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**

VETERINARY PRACTICE ACT AND ADMINISTRATIVE CODE  
Disposition: PERMANENT RECORD.

MEETING MINUTES OF THE BOARD  
Disposition: PERMANENT RECORD.

Administrative Rule Files  
Disposition: Temporary Record. Retain for useful life.

Register of Administrative Rules  
Disposition: Retain in office (Code of Alabama 1975, Section 41-22-6).

Rulemaking Hearing Files  
Disposition: Temporary Record. Retain for useful life.

### **■ Licensing and Regulating Veterinary Professionals**

LICENSURE LEDGER  
Disposition: PERMANENT RECORD.

WRITTEN EXAMINATION QUESTIONS  
Disposition: PERMANENT RECORD.

NEWSLETTERS  
Disposition: PERMANENT RECORD.

Veterinarian/Veterinary Technician Licensure and Registration Files

Disposition: Temporary Record. Retain 5 years after the death of a licensee is verified.

Approved Continuing Education Course Files

Disposition: Temporary Record. Retain 3 years.

North American Veterinary Licensing Examination Results

Disposition: Temporary Record. Retain until results of examinations are documented in licensure files.

Veterinary Technician National Examination Results

Disposition: Temporary Record. Retain until results of examinations are documented in licensure files.

Temporary License Files

Disposition: Temporary Record. Retain 5 years.

Licensee Employment Records

Disposition: Temporary Record. Retain 5 years.

Board of Veterinary Medical Examiner's Main Active Licensure Database

Disposition: Temporary Record. Retain for useful life.

Inactive License Database

Disposition: Temporary Record. Retain for useful life.

Temporary License Database

Disposition: Temporary Record. Retain for useful life.

Premise Inspection Database

Disposition: Temporary Record. Retain for useful life.

North American Veterinary License Examination Report Database

Disposition: Temporary Record. Retain for useful life.

Veterinary Technician National Examination Report Database

Disposition: Temporary Record. Retain for useful life.

Income Database

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

Expense Database

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

■ **Regulating Veterinary Premises**

Premise Inspection Files

Disposition: Temporary Record. Retain 5 years after closure of the premise.

■ **Conducting Investigations and Hearings**

Consumer Complaint and Violation Investigation Files

Disposition: Temporary Record. Retain 5 years after the death of a licensee is verified.

■ **Administering Internal Operations**

**Managing the Agency:**

Routine Correspondence/Memoranda

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

Reference Files

Disposition: Temporary Record. Retain for useful life.

Telephone Records

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 transmittals forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

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

Copy of RDA

Disposition: Temporary Record. Retain 3 years after end of 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, Y2K records)

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 into 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 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 received

Disposition: Temporary Record. Retain 3 years after 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

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

Agency Audit Reports

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 3 years after expiration of the contract.

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

Disposition: Retain in office (Code of Alabama 1975, Sections 41-16-24).

**Managing Human Resources:**

Application Materials

Disposition: Temporary Record. Retain 1 year.

Position Classification Records

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

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

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

Records documenting payroll deductions 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 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 an employee from the agency.

Records documenting employee hours worked, leave earned, and leave taken

Disposition: Temporary Record. Retain 3 years after 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 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 and correspondence) – 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.

**Managing Properties, Facilities, and Resources:**

Real Property Leasing/Renting Records

Disposition: Retain 6 years after expiration of the lease.

Insurance Policies/Risk Management Records

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

## Approval of Records Disposition Authority

By signing this agreement the Alabama State Board of Veterinary Medical Examiners acknowledges its responsibilities in the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Alabama State Board of Veterinary Medical Examiners will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the Board, 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 board's approved RDA.
- Permanent records in the Alabama State Board of Veterinary Medical Examiner's custody will 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 board 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 board 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 Alabama State Board of Veterinary Medical Examiners agrees to allow the staff of the State Records Commission or the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the board and to inspect records destruction documentation. Government Records Division archivists are available to train the board staff in RDA implementation and otherwise assist the board in implementing its records management program.

This records disposition authority is hereby adopted.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Theresa S. Chandler, Executive Director  
Alabama State Board of Veterinary Medical Examiners

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Edwin C. Bridges, Chairman  
State Records Commission