



# State & Local Records News

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## State Records Center moves from Shady Street to Gunter Park

**A**s chairman of the State Records Commission, the director of the Department of Archives and History (ADAH) participates in identifying the permanent documentation that is transferred for preservation at the State Archives. However, due to legal requirements, court orders, audit requirements, and administrative needs, thousands of cubic feet of temporary records must also be retained for various lengths of time before destruction.

To assist state agencies in maintaining these temporary records, ADAH opened the State Records Center in May 1989. Located off Shady Street near the Montgomery Marina, the leased location (a former power plant) provided an alternative, warehouse option for the short-term storage of state government records. The Records Center opened with a storage

shelving units three more times. By the end of September 2013, the Center housed 38,300 cubic feet of records for 44 state agencies.

Because of its commitment to assist agencies in meeting their record-keeping responsibilities, ADAH provided its Record Center service free of charge until 2002. Increasing budget difficulties led the Board of Trustees to institute a charge-back system that began that year. The initial cost per box was 15 cents per month. It is still a bargain today at 49 cents per month per box.

Although the Shady Street location served the department well for many years, planning for future archival/curatorial storage needs, along with a desire to increase the storage capacity for temporary records, led to a search for a new Records Center. Late in 2013, ADAH leased a new facility in Gunter Park. Starting in January, Records Center manager John Durden and Angelia McDonald organized the transfer



*The old State Records Center on Shady Street*

capacity of 28,662 boxes. Capacity was reached in 1993, so the department expanded the available



*The Records Center's new Gunter Park location*

of all record boxes, shelving units, and office equipment to the new location. The old Center on Shady Street was empty by the end of March.



*Shady Street shelving awaits reassembly in Gunter Park*

In Gunter Park, the old shelving units have now been reassembled, and record boxes are back on the shelves. The newly-purchased shelving arrived on June 2, boosting the new Records Center's storage capacity to over 64,000 cubic feet. ADAH will hold an Open House, sometime in mid-summer, to introduce state agencies to their new State Records Center. Look for your invitation soon!



*Boxes in Gunter Park pine for new archival shelving*

Meanwhile, for more information on the new Gunter Park location, contact Tracey Berezansky, Assistant Director for Government Services, at (334) 242-4452, or [tracey.berezansky@archives.alabama.gov](mailto:tracey.berezansky@archives.alabama.gov). To begin scheduling record pick-ups from state agencies, contact John Durden at (334)277-9898.

## Records commissions approve new, revised RDAs

Meeting on April 23, 2014, the **State Records Commission** approved new RDAs for Alabama District Attorneys' Offices, the Alabama Private Investigation Board, the Alabama Security Regulatory Board, and the U.S.S. *Alabama* Battleship Commission. It approved revised RDAs for the Alabama Department of Conservation and Natural Resources (Marine Police), Alabama District Attorneys' Offices, the Alabama Department of Senior Services, and the Governor's Mansion Authority. The commission also reviewed RDA implementation reports from 49 state agencies, 13 publicly funded colleges, and nine publicly funded universities.

Also meeting on April 23, the **Local Government Records Commission** approved major RDA revisions for county boards of registrars and local boards of education, and a minor RDA revision for local health care authorities. Staff also reported on health care authorities' implementation of their RDA.

Both commissions reviewed a new ADAH procedural leaflet, entitled "Digitization F[requently] A[sked] Q[uestions]." This leaflet is now available on the ADAH website at: [http://www.archives.alabama.gov/officials/Digitization\\_Final.pdf](http://www.archives.alabama.gov/officials/Digitization_Final.pdf).

The records commissions' next meetings will be held on **Wednesday, October 22, 2014** in the Regions Board Room, third floor of ADAH (624 Washington Avenue, Montgomery). The State Records Commission will convene at 10:00 a.m., and the Local Government Records Commission will follow at 11:00 a.m. Both meetings are open to the public. For more information on these meetings or the newly-approved state and local RDAs, contact archivists Tamara Martin (334-353-4605; [tamara.martin@archives.alabama.gov](mailto:tamara.martin@archives.alabama.gov)) or Tom Turley (334-353-4607; [tom.turley@archives.alabama.gov](mailto:tom.turley@archives.alabama.gov)) at the ADAH Government Services Division.

## Archivist Alden Monroe retires from ADAH

**O**n April 30, long-time staff member Alden Monroe retired after 30 years at ADAH. Alden arrived in 1984, after previously serving as manuscript curator for the Cincinnati Historical Society.

During his years with the department, Alden supervised the arrangement and description of state and local government collections, including the records of every Alabama governor. He oversaw the bibliographic phase of the Alabama Newspaper Project and coordinated a 10-year volunteer project to create the Alabama Civil War Soldier Database. At various times, he was also responsible for photographs, private records, state publications, and the State Records Center.

Alden has numerous historical publications and remains an adjunct professor at Auburn University-Montgomery. He has long been active in state and national archival organizations, highlighted by his election as a Fellow of the Society of American Archivists in 2004.

His friends and colleagues at ADAH, and throughout the archival community, will miss Alden's keen professional insight, positive enthusiasm, and (even more, perhaps) his genuine concern for staff and irreverent sense of humor.

As Alden begins a well-deserved retirement with his wife Mary Lois, two sons and a daughter-in-law, and two lively grandsons, we wish him well and thank him for his long service to ADAH, recognizing that he is one member of our staff who may be succeeded, but can never be replaced.



*Alden Monroe*

## Coll'ette King retires from Mobile County Probate Court

**C**oll'ette King, who had served as archivist for the Mobile County Probate Court since 1989, retired in May 2014. She has been an invaluable source of help to local historians, genealogists, and archivists, both in her home county and across the state.

After finding Mobile County's first minute book "in the attic of the old 1958 courthouse," Coll'ette was instrumental in founding the Mobile Probate Court Archives. She completed the first full inventory of the county's records in over a century and has "identified, cleaned, and indexed" over half a million of those records. For 16 years, she worked with the Genealogical Society of Utah to prepare and microfilm historic Mobile County probate records.

Besides assisting researchers at the archives, Coll'ette began an outreach program "of sharing the historical records of the county at community events." She helped to establish an AME Church Museum in Mobile and acquired historical records from the defunct Town of Wilmer. She has provided award-winning service to Mobile County's historical and genealogical societies. At the request of county commissioners, she also served on the county's bicentennial commission.

Coll'ette is a founding member of the Society of Alabama Archivists and has advised on the



*ADAH staff Frank Brown and Tom Turley with Coll'ette King and probate judge Don Davis*

development of other local government archives through the Local Archives Roundtable.

At her retirement party on May 2, Frank Brown and Tom Turley of ADAH presented Coll'ette with certificates of appreciation from Governor Robert Bentley and the Local Government Records Commission. The probate court archives had already won an annual award from the commission in 2009.

ADAH thanks Coll'ette King for her service to Mobile County and to historical researchers across Alabama. We will miss working with her, but we wish her all the best in her retirement.

## **ADAH staff members attend SERI Institute**

**A**DAH electronic records archivist Christine Garrett and collections management archivist Dorothy Fouché attended the State Electronic Records Initiative (SERI) Advanced Institute, held at the Library of Virginia from March 31 to April 4, 2014.

SERI is an initiative of the Council of State Archivists (CoSA) that focuses on improving efforts to manage, preserve, and provide access to state government electronic records nationwide. Since SERI's inception in 2011, state archives across the country have participated in a self-assessment of their programs, in order to evaluate the status of electronic records management and preservation.

In response to these assessments, SERI has created educational programs and resources to aid states in improving their programs. One educational initiative is the Advanced Institute, a "boot camp" training atmosphere in which states send their electronic records archivists to learn about electronic records policy creation and documentation, workflows, tools, and collaboration. States east of the Mississippi River—along with American Samoa, the U.S. Virgin Islands, Puerto Rico, Alaska, and Idaho—attended the institute held in Richmond.

Christine and Dorothy found the institute very helpful and informative. They returned to Alabama eager to put into practice the ideas and concepts

covered in Richmond. In particular, they are focusing on creating upper-level policy documents, writing leaflets to aid government agencies, documenting current practices and workflows, and planning the next steps. All the policies and documentation will tie into existing standards, in order to ensure that ADAH is following professional best practices.

If you have questions about electronic records management or preservation, or suggestions for leaflets or training that would assist your agency, please contact Christine Garrett at (334)353-5039, or [christine.garrett@archives.alabama.gov](mailto:christine.garrett@archives.alabama.gov).

## **PERTTS Portal**

**A**nother SERI initiative designed to move electronic records management and preservation forward is the Program for Electronic Records Training Tools and Standards (PERTTS). PERTTS is funded by a National Historical Publications and Records Commission (NHPRC) grant and is being carried out by the SERI Best Practices, Standards, and Tools subcommittee. The subcommittee is composed of representatives of various state archives around the country. Christine Garrett represents Alabama.

The subcommittee's main task is creating the PERTTS Portal, a central website with information on electronic records best practices, standards, tools, and educational materials. The portal is for everyone with an interest in the management and preservation of electronic records, not just for state archives.

The portal will go live on July 1. For more information, contact Christine Garrett at (334)353-5039, or [christine.garrett@archives.alabama.gov](mailto:christine.garrett@archives.alabama.gov).