



# State & Local Records News

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## State Historical Records Advisory Board approves 19 new regrant applications

Meeting in Montgomery on September 25, 2013, the State Historical Records Advisory Board (SHRAB) awarded \$32,500 in grant funds to 19 local government agencies or historical repositories for records preservation projects. Funding for these awards was again provided by the National Historical Publications and Records Commission (NHPRC).

For this cycle, the SHRAB received 27 regrant applications, following five regional application training workshops conducted in June by ADAH local records staff. Despite a smaller pool of funds available from the NHPRC, 70% of the applications received full or partial funding.

Here are the successful applicants, with the amount of funds awarded and a brief description of their projects:

**Abbeville Memorial Library.** \$1,070 to inventory, catalog, and rehouse historical collections.

**Cobb Memorial Archives.** \$1,373 to relocate, inventory, and rehouse historical records donated by the Valley Historical Preservation Commission.

**Daphne Old Methodist Museum.** \$500 to organize and preserve historical collections held by the museum.

**Historic Mobile Preservation Society.** \$4,800 for a project archivist to inventory, catalog, and make accessible collections in the Minnie Mitchell Archives.

**Irondale Historical Society.** \$1,370 to catalog and archive historical city records.

**Judson College Archives.** \$2,000 to rehouse and create an inventory of the college's archival collections.

**Macon County Commission.** \$1,600 to clean, rehouse, and digitize an 1832 land survey book and 10 lot books held by the Macon County Archives.

**Marengo County Historical Society, Inc.** \$1,200 to digitize an historical Demopolis court ledger and Confederate bonds.

**Morgan County Archives.** \$1,100 for storage supplies and equipment to rehouse, index, and preserve the Scottsboro Boys Photograph Collection.

**City of Prichard.** \$2,649 to locate, collect, and inventory the city's historical records.

**Shiloh Community Restoration Foundation, Inc.** \$1,800 to collect, inventory, and rehouse records of the community's Rosenwald School.

**Town of Silas.** \$1,551 to improve records storage conditions in the town hall and digitize historical town records.

**Town of Silverhill.** \$1,900 to inventory and preserve historical records of the community held by the town library.

**Stillman College Library.** \$2,500 for supplies to rehouse and preserve the college's archival collections.

**Sylacauga B.B. Comer Library.** \$1,500 to digitize and transcribe oral history tapes related to the Avondale Mill.

**Tallapoosa County Revenue Commissioner's Office.** \$2,100 to complete the digitization of historical land maps and lot books.

**U.S.S. Alabama Battleship Memorial Park.** \$1,500 to rehouse and preserve historical records and photographs related to the battleship.

**University of West Alabama.** \$1,000 to scan and preserve Sumter County circuit court files dated after 1950.

**Winston County Genealogical Society.** \$987 to digitize the county's two oldest marriage books.

Besides the funds awarded, grant recipients will contribute an equal or larger share of project expenses through matching funds or labor. Government Services Division (GSD) archivists will monitor each project's progress and provide assistance, with all work to be completed by June 30, 2014. This will be the SHRAB's third regrant cycle; 50 other local repositories conducted projects between 2009-2011.

For more information on the program, please contact Tracey Berezansky, SHRAB Deputy Coordinator, or archivist Tom Turley at (334)242-4452 or [records@archives.alabama.gov](mailto:records@archives.alabama.gov). Grant-related information is also available on the SHRAB's web page: <http://www.archives.alabama.gov/hrb/hrbmain.page.pdf>.

## Records commissions approve new, revised RDAs

Since our last issue, the State and Local Government Records Commissions have met twice under their new bi-annual schedule. They have approved the following new or revised records disposition authorities (RDAs):

On April 24, the **State Records Commission** approved new RDAs for the Alabama Construction Recruitment Institute and the Lawrence County District Attorney's Office. It approved RDA revisions for the Alabama Board of Nursing, the Alabama Department of Public Health, the Alabama Public Services Commission, the Attorney General's Office, the State Building Commission, the Alabama State Board of Chiropractic Examiners, the Department of Mental Health, and the Department of Revenue.

On October 23, the commission approved new RDAs for the Alabama Board of Polygraph Examiners, the Office of the Governor, the House of Representatives, the Senate, the Legislative Reapportionment Office, and the St. Clair County District Attorney's Office, as well as revised RDAs for the Alabama Board of Architects, the Department of Finance's Risk Management and Service divisions, the Home Builders' Licensure Board, the Department of Revenue, and Serve Alabama: the Governor's Office of Faith-Based and Volunteer Service. At both meetings, the commission also reviewed annual RDA implementation reports received from state agencies, colleges, and universities.

Also meeting on April 24, the **Local Government Records Commission** approved a major revision of the RDA for county taxation agencies and minor revisions of the county commissions' and municipal RDAs (a shorter retention period for building-related records based on a change in the relevant statute of limitations). The commission also approved retention requirements for records relating to the E-Verify procedure required by Alabama's Immigration Act and reviewed a report on RDA implementation by local health care authorities.

On October 23, the commission approved minor revisions of the RDAs for county commissions and municipalities, and a major revision of the RDA for local health care authorities.

Both commissions, at their October meetings, approved new requirements for records relating to inventories and records produced under service contracts between government agencies and outside vendors.

The State and Local Government Records Commissions' next meetings will be held on **April 23, 2014** in the Regions Board Room (third floor of ADAH), beginning at 10:00 and 11:00 a.m., respectively.

For more information on recent new RDAs and RDA revisions, or to request help in adding or revising records retention requirements in your RDA, please contact GSD archivists Richard Wang, Tom Turley, Christine Garrett, or Tamara Martin at (334) 342-4452 or [records@archives.alabama.gov](mailto:records@archives.alabama.gov).

## Records commissions present 2013 annual awards

The State and Local Government Records Commissions have selected one state and one local government agency to receive their 2013 annual awards in records management and preservation. Recipients were chosen in April, and the awards were presented at the commission meetings on October 23. They honor accomplishments in records management and preservation during 2012.

The **Retirement Systems of Alabama (RSA)** received the State Records Commission's annual award. Since its RDA was approved in 2010, RSA has created an internal RDA advisory board with representatives from all 15 divisions. Records liaison Dawn Ellis-Murray has attended an ADAH liaison training workshop and several records management webinars. RSA has written a 50-page records management procedures manual, identified vital records, drafted a disaster plan, and created a "warm site" in Mobile to store replicated vital records. It is redesigning its digital imaging program and has destroyed over 1,200 cubic feet of outdated records.



RSA records liaison Dawn Ellis-Murray (l) and CFO Diane Scott receive their award from ADAH director Steve Murray

The Local Government Records Commission presented its 2013 award to **Florence City Schools**. After Florence's two original high schools were consolidated in 2004, officials and alumni began collecting records and artifacts from their *alma maters*. Concurrently, staff of Brandon Elementary School, which was also closing, began collecting artifacts of all Florence elementary schools. In 2011, these materials were moved to the Burrell-Slater building, site of the former African-American high school. To renovate it into a museum, the city provided a new climate-control system, while Books-a-Million contributed shelving and other fixtures for exhibits. The school board painted the windows to block out ultraviolet light; a local interior designer handled the layout; and former high school students contributed free labor. After a ribbon-cutting ceremony last November, the museum is now open to the public.



Billy Warren, curriculum director for Florence City Schools, accepts the award from Mr. Murray

Nominations are still open for the commissions' 2014 annual awards. Guidelines are available on the ADAH website at: <http://www.archives.alabama.gov/officials/guidelinesnominationform.pdf>. For more information, contact ADAH Government Services Division staff at (334)242-4452 or [records@archives.alabama.gov](mailto:records@archives.alabama.gov).

## New ADAH electronic records publications available

Several new or revised electronic records publications were approved by the records commissions on October 23. Agencies may already have seen two of them—"E-Mail: Frequently Asked Questions" and "Recommendations for Naming Electronic Files"—in draft, but they are now "official." The third leaflet, "Social Media Design Fundamentals," has just been released.

Our current leaflet on using digital imaging systems for permanent or long-term records, which dates from 2006, is also being updated and should be available by April. All approved technical and procedural leaflets can found on the ADAH website at: <http://www.archives.alabama.gov/officials/leaflets1.html>.

## State agency records liaison training set for January 2014

Once again, the Government Services Division will offer a records management training workshop for state agency records liaisons. It will take place at ADAH on Friday, January 17, from approximately 9:00 a.m. to 1:30 p.m.

Division staff have conducted two previous training workshops, both in 2011. Attendance at the first, in April, was hampered by the devastating tornadoes that struck our state several days before. On both occasions, staff provided instruction on Alabama's records laws, RDA implementation and reporting, transmitting permanent records to ADAH, destroying outdated records, and managing electronic records.

January's workshop will follow a similar agenda; but it will also feature specialized training for liaisons from Alabama colleges and universities, as well as updated information on GSD programs, publications, and plans for preserving agency websites and other social media.

Registration information will be forthcoming soon. If you have questions, contact Richard Wang or Christine Garrett at (334)242-4452 or [records@archives.alabama.gov](mailto:records@archives.alabama.gov).

## Long-time state records archivist nears retirement

Dr. Richard Wang, who has headed the Government Services Division's state records program since 1999, will retire from ADAH in February. Afterward, Dr. Tom Turley will head the state and local records programs.



*This young lady is looking forward to Dr. Richard Wang's retirement*

Since arriving at ADAH in 1989, Richard has served continuously as a state records archivist and assisted dozens of state agencies to develop RDAs, transfer permanent records to the archives, and address other records management concerns. His many friends at those agencies will join our staff in thanking Richard for 25 years of exemplary service to the state and wishing him well on his retirement. As the picture shows, Richard's two delightful granddaughters will probably occupy a considerable portion of his time!

## Three new staff members join Government Services Division

The Government Services Division has recently welcomed three new employees to work with state and local records programs and collections. Dorothy Fouché, Tamara Martin, and Justin Rudder arrived in November.

**Dorothy Fouché**, who previously worked for Ancestry.com (where she scanned collections at ADAH and the National Archives in Morrow, Georgia), has also held archival positions at the Southern Baptist Historical Library and Archives, the Tennessee State Library and Archives, and the Maryland State Archives, as well as a teaching position at Middle Tennessee State University. She has been certified as an archivist by the Academy of Certified Archivists. Dorothy joins ADAH as a processing archivist in the Government Records section.



*Dorothy Fouché*

**Tamara Martin** comes to us from California, where she worked most recently as a records management specialist for Kelly Services. Earlier, she was employed as administrator for the Dr. McGlothen Library and Museum, where she developed its records management program. Tamara's archival

experience includes a graduate internship with the National Archives' California branch. She served as a processing archivist for both paper and electronic records. Tamara joins the Government Services Division as an appraisal archivist, working in both the state and local records programs.



*Tamara Martin*

Besides having held an internship at ADAH, **Justin Rudder** has experience in digitizing archival collections at Faulkner University, and in cataloging Old Alabama Town's collection of rare books.



*Justin Rudder*

In his new position, Justin will assist small Alabama archives and other repositories to develop their digital collections and place portions of them online with Alabama Mosaic, using CONTENTdm.

The Government Services Division is fortunate to have found three such excellent employees. As older staff approach retirement, we look forward to the contributions Dorothy, Tamara, and Justin will make to ADAH in future years.

## **Electronic records survey, best practices conference on the way**

**A**t the January records management training workshop (p. 4), state agency liaisons will receive a **survey** on their electronic records creation and management systems. The results will aid GSD staff in assisting agencies to manage their electronic records.

Late in 2014, ADAH will host the next **Best Practices Exchange Conference**. This is the top national conference for archivists, librarians, records managers, and others interested in electronic records management and preservation. Run informally, it allows attendees to be open about their successes, failures, and experiences with electronic records. State and local agencies, colleges and universities, and historical groups may all attend and, if they wish, present. More information is forthcoming. Meanwhile, please contact Christine Garrett (334-353-5039; [christine.garrett@archives.alabama.gov](mailto:christine.garrett@archives.alabama.gov)), or consult the BPE website at: [www.bpexchange.org](http://www.bpexchange.org).