

**MINUTES**  
**STATE RECORDS COMMISSION**  
**April 29, 2005**

The State Records Commission met on Friday, April 29, 2005, at 10:00 a.m. in the auditorium at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Lisa Dorr, representing the University of Alabama; Eliza Marshall, representing the Secretary of State; Alyce Robertson, representing the Attorney General; Gail Traylor, representing the Examiner of Public Accounts, and Yolanda Caldwell, representing the Department of Revenue. Also present was Gene Nelson, representing the Alabama Department of Archives and History; Loyd Moore, representing the Alabama Credit Union Administration; James Nuckles, representing the Department of Education; Tim Vick, representing the Alabama Commission on Higher Education; Paula McCaleb, representing the Board of Examiners in Marriage and Family Therapy; David Petty and June Lynn, representing the Department of Mental Health and Mental Retardation; Genell Lee and Barbara Johnson, representing the Board of Nursing; Doug Lunsford, representing the Alabama State Personnel Department; Linda Jones, representing the Sickle Cell Oversight and Regulatory Commission.

Government Records staff members present included Tracey Berezansky, Richard Wang, Chris Davidson, Tom Turley, Frank Brown, and Corlis Floyd.

Ed Bridges called the meeting to order by summarizing the purpose, responsibility, and composition of the commission, welcomed those present, and introduced the members of the commission.

A motion to accept the minutes of the January 26, 2005, meeting was made by Alyce Robertson, and seconded by Gail Traylor. The minutes were unanimously approved.

**New Business**

- Agency Annual RDA Implementation Monitoring Reports (copy attached):

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Aprils. Agencies that submitted reports are: Board of Athletic Trainers, Child Abuse and Neglect Prevention Board, Commercial Mobile Radio Service Emergency Telephone Services Board, Alabama Crime Victims Compensation Commission, State Board of Education/State Department of Education, Department of Finance-Division of Risk Management, Geological Survey of Alabama, Alabama Commission on Higher Education, Jefferson County Department of Health, Judicial Inquiry Commission, Alabama Liquefied Petroleum Gas Board, Alabama Manufactured Housing Commission, Board of Examiners in Marriage and Family Therapy, Board of Examiners of Nursing Home Administrators, State Oil and Gas Board, Alabama Board of Optometry, Alabama State Personnel Department, Board of Physical Therapy, Department of Post Secondary Education, Alabama Board of Examiners in Psychology, Department of Public Health, Alabama Sickle Cell Oversight and Regulatory Commission, and Alabama Sports Hall of Fame.

Agencies that have not yet submitted reports are: Department of Agriculture and Industries,

Alabama State Board of Auctioneers, Board of Dental Scholarship Awards, Alabama Board of Electrical Contractors, Board of Medical Scholarship Awards, Board of Optometric Scholarship Awards, and St. Stephens Historical Commission.

Richard Wang informed the commission that he and Tracey Berezansky met with Gail Traylor of the Examiners of Public Accounts to discuss and develop procedures to ensure that all agencies with approved RDAs filed annual reports as required. Ms. Traylor stated that an additional step will be added to her agency's audit procedures to include checking for agency RDA compliance by the submission of the agency's annual RDA implementation report. Ms. Traylor also indicated that examiners conducting audits would begin noting as part of their auditing responsibilities whether or not agencies were disposing of obsolete records on a timely basis. Costs incurred by agencies for records storage could be decreased if obsolete records are destroyed routinely.

Ms. Robertson asked if a listing of non-compliant agencies could be provided to commission members. Staff agreed to create such a listing and make it available for commission members.

- Annual Report of the Status of the State RDA Development Program (copy attached):

Staff provided to the commission for reference a list of the 117 state agencies that currently have approved RDAs in place.

- Request by the Bay Minette Career Center (College System) to Destroy Obsolete Records (copy attached):

A motion to approve the destruction of obsolete records of the Bay Minette Career Center was made by Ms. Traylor and seconded by Ms. Robertson, and was unanimously approved by the commission.

#### **Records Disposition Authorities** (Major Revision)

- Alabama Board of Nursing:

Genell Lee, Executive Director of the Board of Nursing clarified commission questions with respect to the board's databases for licensure files. Ms. Lee also informed the commission of the board's very successful response to its implementation of an online license renewal system. The first year of implementation resulted in 52% of registered and 22% of licensed practical nurses using the system. This year's totals include 65% of all renewals being done online.

A motion to approve the RDA revisions for the Alabama Board of Nursing, as presented was made by Ms. Robertson and seconded by Lisa Dorr, and was unanimously approved by the commission.

#### **Records Disposition Authorities** (Minor Revision)

- Department of Archives and History (memorandum attached):
- Department of Public Health (memorandum attached):

- Department of Revenue (memorandum attached):

A motion to approve the RDA revisions for Archives and History, Public Health, and the Department of Revenue, as presented was made by Ms. Traylor and seconded by Yolanda Caldwell, and was unanimously approved by the commission.

### **Records Disposition Authorities (New)**

- Alabama Credit Union Administration:

Prior to today's commission meeting, Loyd Moore of the Credit Union Administration met with Dr. Wang and Tracey Berezansky and provided a sample of the record series "Agency Staff Field Audit/Examination Working Files" for review. After review, Ms. Berezansky recommended that the commission approve a three year retention for this record series. Upon further discussion and Dr. Bridges' concern that this series might be beneficial in the event of a potential fraud case, the commission agreed on a five year retention for Agency Staff Field Audit/Examination Working Files.

A motion to approve the RDA for the Alabama Credit Union Administration, as amended was made by Ms. Traylor and seconded by Eliza Marshall, and was unanimously approved by the commission.

- Alabama Department of Mental Health and Mental Retardation:

Chris Davidson presented, as Mental Health's request, the following change to its RDA:

On page 3-6, delete the records series entitled "Patient Referrals", and add "**Patient Categorical Referrals. Disposition: Temporary Record. Retain 1 year.**"

In addition to the above-referenced change, Mr. Davidson advised the commission that "Patient Case Files" were purposely omitted from this version of the RDA pending further discussion with the agency to determine their disposition. Case files will be added to the RDA when a final retention determination is made.

A motion to approve the RDA for the Department of Mental Health and Mental Retardation, as amended was made by Dr. Dorr and seconded by Ms. Caldwell, and was unanimously approved by the commission.

### **Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for July 2005. Since several members have scheduling conflicts with the last week in July, a final date will be set after polling all members to determine the best day for the meeting and notices will be sent to everyone confirming the meeting.

The meeting was adjourned at 10:35 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission