

**MINUTES**  
**STATE RECORDS COMMISSION**  
**January 25, 2006**

The State Records Commission met on Wednesday, January 25, 2006, 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; Matt Bledsoe, representing the Attorney General; Lisa Dorr, representing the University of Alabama; Margie Toney, representing the Department of Revenue; Gail Traylor, representing the Examiner of Public Accounts; and Joe Turrini, representing Auburn University. Also present were Kyna Bowman, representing Northeast Alabama Community College; Scott Demick, representing the Alabama Department of Environmental Management; Brittany DuBose, representing the Department of Homeland Security; Jamie Gray, representing the Alabama State Licensing Board for General Contractors; Tammy Holman, representing the Department of Senior Services; Barbara Johnson and Vivian Charley, representing the Board of Nursing; Deborah Moody and Stacy Short, representing Lurleen B. Wallace Community College; Gwen Patton, representing Trenholm State Technical College; Erica Portis-Turner, representing Ingram State Technical College; and Arlene Smith, representing the Department of Revenue.

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

Ed Bridges called the meeting to order and confirmed the existence of a quorum for the meeting. In his opening remarks, he summarized the purpose, responsibility, and composition of the commission, and welcomed those present.

A motion to accept the minutes of the October 26, 2005, meeting was made by Margie Toney, and seconded by Gail Traylor. The minutes were unanimously approved.

**Old Business**

- Revision of the Procedural Leaflet “Guidelines for Taking Formal Meeting Minutes” (copy attached):

Dr. Bridges reminded the commission that informational, procedural, and technical leaflets are created by staff and reviewed by this commission, but only the technical leaflets require approval since the content of these leaflets reflect official action or requirements of the commission. Based on the practices we have used in the past, informational and procedural leaflets are produced for agencies and individuals as basic guidelines and need only to be reviewed by the commission.

Tracey Berezansky pointed out that the recent passage of the Alabama Open Meetings Act resulted in the need to revise ADAH’s procedural leaflet “Guidelines for Taking Formal Meeting Minutes,” to include certain requirements of the Act. The leaflet needs to inform governmental bodies of the necessity to submit notice of all regular meetings to the Office of the Secretary of State for posting on its website. Notices are to be sent seven days in advance of regular meetings. Confirmation of the notice will be provided by the Office of the Secretary of State and should be retained by governmental bodies as a temporary record for a period of three years.

For audit purposes, Ms. Traylor of the Examiners of Public Accounts agreed that meeting confirmation notices should be kept in a separate file but in close proximity with the meeting minutes. Following the discussion of the leaflet, Richard Wang distributed to commission members a memorandum (copy attached) outlining, as follows, the disposition for this new record series for all agency RDAs:

**Printouts of Acknowledgments from the Secretary of State relating to Notice of Meetings Posted by State Agencies.**

**Disposition: Temporary Record. Retain 3 years.**

Matt Bledsoe of the attorney general's office suggested, for reference purposes, that the open records meeting act number (Section 36-25A-1 through 11) be included in the final revision of the leaflet.

A motion to approve the new record series and its retention period was made by Ms. Traylor, and seconded by Mr. Bledsoe, and was unanimously approved by the commission.

- Updates on the Alabama Open Records Study Task Force:

Ms. Berezansky reported that the five sub-committees established at the Task Force's October meeting are in the process of meeting to discuss specific issues. Sub-committee A met on Monday, January 23, and is close to determining a working definition of "What is a Government Record?" Another issue discussed in Monday's meeting revealed the fact that approximately 80 exemptions exist to the open records statute, but they are scattered all throughout the code and are not easy for people to find. Hopefully, these meetings will help organize and simplify the process.

- Updates on the Archives' website about the Annual Agency RDA Implementation Reporting Statistics:

At the request of the Examiners of Public Accounts, Ms. Berezansky advised the commission of a new link on the Archives' website listing agencies that have filed RDA implementation reports since 2004 and those that have not. The document will be updated quarterly as reports become due and are submitted.

Dr. Gwen Patton, records archivist for Trenholm State Technical College, stated that the ADAH website and all the information available therein was being widely used by students, faculty and administrative personnel at Trenholm and proved to be a very useful tool for the college.

**New Business**

- Revision of the Procedural Leaflet "Guidelines for the Preservation and Transfer of Agency Website Records" (copy attached):

Revisions were made to the leaflet to include recent technology changes and will continue to be made as technology advances. Richard Wang reported that two major changes included not

requiring agencies to submit a gold CD to ADAH of its website for preservation purposes, but merely submit a CD and ADAH will burn its own gold CD. Secondly, we advocate the use of DVD-Rs to preserve an agency website that is too large for one single CD. In addition to changes in the leaflet, Dr. Wang stated that upcoming workshops will be provided for agencies to learn more about the proper ways to preserve their websites.

- Revision of the Technical Leaflet “Guidelines for Maintaining Permanent or Long-Term Records on Digital Imaging Systems” (copy attached):

A motion to approve the leaflet as revised was made by Ms. Traylor, seconded by Lisa Dorr, and unanimously approved by the commission

- 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 Januarys. Agencies that submitted reports are: Office of the Attorney General, Capitol Complex Security Office, Board of Dental Examiners of Alabama, Board of Examiners for Dietetic/Nutrition Practice, Alabama Department of Environmental Management, Farmers Market Authority, Hearing Instrument Dealers Board, Indian Affairs Commission, Department of Industrial Relations, Alabama Institute for the Deaf and Blind, Lieutenant Governor’s Office, Board of Nursing, Board of Pharmacy, Plumbers and Gas Fitters Examining Board, Public Service Commission, Department of Revenue, Department of Senior Services, State Employees’ Insurance Board, Alabama Supercomputer Authority, Office of State Treasurer, Department of Youth Services, Alabama Southern Community College, Athens State University, Bessemer State Technical College, Bevill State Community College, Bishop State Community College, Calhoun Community College, Central Alabama Community College, Drake State Technical College, Enterprise-Ozark Community College, Faulkner State Community College, Gadsden State Community College, Ingram State Technical College, Jefferson Davis Community College, Jefferson State Community College, Lawson State Community College, Lurleen B. Wallace Community College, Northeast Alabama Community College, Northwest-Shoals Community College, Reid State Technical College, Shelton State Community College, Snead State Community College, Southern Union State Community College, Trenholm State Technical College, Wallace Community College, Wallace State Community College, Alabama State University, Auburn University, Auburn University at Montgomery, Jacksonville State University, University of North Alabama, University of South Alabama, and University of West Alabama.

Agencies that have not yet submitted reports are:, Cahaba Advisory Committee, Alabama Department of Economic and Community Affairs, Board of Funeral Services, Office of the State Auditor, Securities Commission, Chattahoochee Valley Community College, George Corley Wallace State Community College, Alabama A&M University, Troy State University, University of Alabama, University of Alabama at Birmingham, University of Alabama in Huntsville, and University of Montevallo.

Dr. Wang reported that 26 state agencies, 27 colleges, and 13 universities’ annual reports were due in January. Only 5 state agencies, 2 colleges and 4 universities failed to submit their reports.

Dr. Wang stated that he had received in today's mail annual reports from the University of Alabama and the University of Alabama at Birmingham and would be adding information on those universities to the final report.

**Records Disposition Authorities** (Major Revision)

- Alabama State Licensing Board for General Contractors:

A motion to approve the RDA revision for the Alabama State Licensing Board for General Contractors was made by Mr. Bledsoe, seconded by Dr. Dorr, and unanimously approved by the commission.

**Records Disposition Authorities** (New)

- Department of Homeland Security:

A motion to approve the RDA for the Department of Homeland Security was made by Margie Toney, seconded by Mr. Bledsoe, and unanimously approved by the commission.

**Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for Wednesday, April 26, 2006, at 10:00 a.m. For planning purposes, the July meeting of the commission is scheduled for Wednesday, July 26, 2006.

The meeting was adjourned at 10:34 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission