

MINUTES
STATE RECORDS COMMISSION
January 24, 2007

The State Records Commission met on Wednesday, January 24, 2007, at 10:00 a.m. in the Regions Board Room at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Yolanda Caldwell, representing the Department of Revenue; Lisa Dorr, representing the University of Alabama; Bill Garrett, representing the Attorney General; Eliza Marshall, representing the Secretary of State; Gail Traylor, representing the Examiner of Public Accounts; and Joe Turrini, representing Auburn University. Also present were Laura Blaising and Christine Williams of Department of Finance, Executive Planning Office; Brittany DuBose of Homeland Security; Tammy Holman of the Department of Senior Services; Mary Ann McDonald and Len Kirk of the Building Commission; James Sanders and Karen McGuire of State Health Planning and Development Agency; Tim Pennycuff of the University of Alabama at Birmingham; Howard Robinson of Alabama State University; Henry Stewart of Troy University; Marilyn Taylor of the Lt. Governor's Office; and Doris Wood of the Plumbers and Gas Fitters Board

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

Ed Bridges called the meeting to order at 10:00 a.m. He confirmed the presence of a quorum for the meeting, and noted that the meeting had been properly announced as required by the Alabama Open Meetings Law. In his opening remarks, he summarized the purpose, responsibility, and composition of the commission, and welcomed those present.

A motion to accept the agenda for the meeting was made by Lisa Dorr, and seconded by Joe Turrini. The motion was unanimously approved.

A motion to accept the minutes of the October 24, 2006, meeting was made by Gail Traylor, and seconded by Dr. Dorr. The minutes were approved by a unanimous vote.

New Business

Richard Wang reported that he had recently contacted all the constitutional officers who completed their terms in mid January to request that their permanent records be transmitted to the Archives for retention. To date, the Archives has received 8 cubic feet of records from the Secretary of State's office and 30 cubic feet of records from the Lt. Governor's office. The State Auditor's office plans to transfer its records in the near future. The Governor, State Treasurer, and other constitutional officers who were elected to second terms will retain their records until their terms expire.

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

Dr. Wang reported that of the 27 state agencies, 27 colleges, and 13 universities due to report in January only 5 state agencies, 2 colleges, and 3 universities failed to submit a report.

Staff members provided the commission with a summary report outlining the records

management activities of those agencies, colleges and universities with RDAs approved in previous Januarys. Agencies that submitted reports are: Office of the Attorney General, Cahawba Advisory Committee, 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, Alabama Department of Homeland Security, 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, Securities Commission, Department of Senior Services, 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, George Corley Wallace 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 A&M University, Alabama State University, Auburn University, Auburn University at Montgomery, Jacksonville State University, Troy University, University of Alabama, University of Alabama at Birmingham, University of South Alabama, and University of West Alabama.

Agencies that have not yet submitted reports are: Office of the State Auditor, Capitol Complex Security Office, Department of Economic and Community Affairs, State Employees Insurance Board, Board of Funeral Services, Chattahoochee Valley Community College, Gadsden State Community College, University of Alabama in Huntsville, University of Montevallo, and the University of North Alabama.

Records Disposition Authorities (New)

- State Building Commission:

On Page 3-2, Final and/or Revised Plans and Specifications, Disposition: Retain 5 years after the completion of the project, the following note will be added at the request of the Archives staff:

In applying this retention to records in the Department of Archives and History, Archives staff will determine and maintain plans and specifications for significant public buildings permanently.

A motion to approve the RDA for the State Building Commission was made by Ms. Traylor, seconded by Eliza Marshall, and unanimously approved by the commission.

- Executive Planning Office (Department of Finance):

A motion to approve the RDA for the Executive Planning Office was made by Joe Turrini, seconded by Yolanda Caldwell, and unanimously approved by the commission.

- State Health Planning and Development Agency:

A motion to approve the RDA for the State Health Planning and Development Agency was made by Dr. Dorr, seconded by Bill Garrett, and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for Wednesday, April 25, 2007, at 10:00 a.m. For planning purposes, the July meeting of the commission is scheduled for Wednesday, July 25, 2007.

Dr. Bridges opened the meeting for comments or questions from attendees and members. In response to Ms. Traylor’s question about the status of the Open Records Task Force, Dr. Bridges gave a short overview of the task force’s work and pending legislative action. In addition, Dr. Bridges reported on the initial meeting of the Alabama Historical Records Advisory Board and its appointment of two committees to draft by-laws and a strategic plan for the board’s approval. The planning committee is scheduled to meet in Birmingham on Wednesday, January 31 at 10:00 a.m., to finalize its “draft” plan to present to the board at its next meeting.

Dr. Bridges declared the meeting adjourned at 10:25 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission