

MINUTES
STATE RECORDS COMMISSION
July 26, 2006

The State Records Commission met on Wednesday, July 26, 2006, at 10:00 a.m. in the Walter B. Jones Training Room 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; Eliza Marshall, representing the Secretary of State; Gail Traylor, representing the Examiner of Public Accounts; Margie Toney, representing the Department of Revenue; and Joe Turrini, representing Auburn University. Also present were Susan Beasley and Harry Lensch, representing Alabama Public Library Service; Ann Cosby, representing Occupational Therapy Board; Chris Davidson and Louise Bowlin, representing the Department of Transportation; Helen Hanby, representing Legislative Reference Service; Fairley McDonald, representing the Department of Insurance; and Cindy Pitts and Steve Simpson, representing the Department of Rehabilitation Services. Visitors present included Sarah Burak, Archives student intern, and Arlene Smith of 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 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 Gail Traylor, and seconded by Margie Toney. The motion was unanimously approved.

A motion to accept the minutes of the April 26, 2006, meeting was made by Joe Turrini, and seconded by Ms. Traylor. The minutes were approved by a unanimous vote.

Old Business

- Updates on the Alabama Open Records Study Task Force:

Tracey Berezansky reported that subcommittee meetings continue to be held with subcommittee B addressing exceptions being the most active simply due to the nature of its assignment. A fall meeting will be scheduled for all the subcommittees to get together to discuss and finalize their findings. A bill addressing all the issues discussed will be drafted and presented to the legislature for consideration during its 2007 session.

- Annual Reporting Web Page Updates:

Ms. Berezansky informed the commission that a listing of all agencies submitting annual reports, as well as those that failed to submit an annual report, is available on the Archives' website each quarter immediately following the commission's meeting. This past quarter several calls were received from examiners in the field questioning the status of various agency's timely submission of their annual reports. Corrections were made to update the listing current to April 2006.

New Business

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

Richard Wang reported of the 28 state agencies due to report in July only three failed to submit a report.

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Julys. Agencies that submitted reports are: Alabama Alcoholic Beverage Control Board, Department of Archives and History, Board for Registration of Architects, Home Builders Licensure Board, Board of Examiners in Counseling, Alabama Electronic Security Board of Licensure, Alabama Emergency Management Agency, Department of Forensic Sciences, Licensing Board for General Contractors, Board of Home Medical Equipment Services Providers, Department of Insurance, Board of Examiners of Landscape Architects, Alabama Public Library Service, Alabama Medicaid Agency, Alabama School of Mathematics and Science, Alabama Board of Medical Examiners/Medical Licensure Commission, Alabama State Board of Occupational Therapy, Alabama Onsite Wastewater Board, Alabama Peace Officers Standards and Training Commission, Department of Public Safety, Department of Rehabilitation Services, Senior Citizens Hall of Fame, State Records Commission/Local Government Records Commission, Alabama Surface Mining Commission, Alabama Department of Transportation

Agencies that have not yet submitted reports are: Criminal Justice Information Center, Office of Prosecution Services, and Alabama State Board of Prosthetists and Orthotists.

Dr. Turrini asked if there was a reason why the Office of Prosecution Services had failed to sign its RDA. Richard Wang and Ms. Berezansky stated that several attempts had been made since 2001 to prompt the agency to sign and begin implementing its RDA, but those efforts, as of yet, had not been successful. Ms. Traylor noted the failure on the part of the agency to sign and implement its RDA would result in a finding during the agency's next audit.

Ms. Berezansky thanked all the agencies that are implementing their RDAs and reporting annually to the commission concerning their records management activities.

Records Disposition Authorities (Minor Revision)

- Alabama College System (Amendment) - Alabama Skills Training Consortia:

Dr. Wang reported the College System was in the process of appointing a new chancellor, and as soon as the name was available the RDA would be revised to reflect the change.

- Home Builders Licensure Board:

On Page 3-3, Unused Licensure Cards, change disposition to read: Disposition: Temporary Record. Retain for useful life. If the licensure cards are destroyed before the audit, the agency must maintain a listing of the numbers of all

unused licensure cards that were destroyed.

- Department of Transportation (copy attached):

Dr. Wang reported that an updated version of the agency's RDA revision has been distributed to commission members at the beginning of the meeting.

Chris Davidson, DOT's document management supervisor, requested the following additional changes to the Department of Transportation's RDA revision.

On page 2, change record series "Board of Adjustment Collection Files" to read: "Collection Files."

On page 3, delete the following records series "Employee medical information relating to an injury involving toxic or hazardous chemicals" and "Worker Compensation Injury and Settlement Reports."

A motion to accept the amendments to the RDAs for the Home Builders Licensure Board and the Department of Transportation was made by Margie Toney, seconded by Eliza Marshall, and unanimously approved by the commission.

A motion to approve the RDAs as amended and/or revised for the Alabama College System-Alabama Skills Training Consortia, the Home Builders Licensure Board, and the Department of Transportation was made by Matt Bledsoe, seconded by Ms. Traylor, and unanimously approved by the commission.

Records Disposition Authorities (New)

- Alabama State Council on the Arts:

A motion to approve the RDA for the Alabama State Council on the Arts was made by Ms. Traylor, seconded by Mr. Bledsoe, and unanimously approved by the commission.

- Legislative Council/Legislative Reference Service:

Dr. Bridges informed the commission of an exchange between the staff of the Department of Archives and History and Legislative Reference staff regarding the historical value and accessibility of the Legislative Project Files. Staff of the two agencies will continue to work on these issues and may revise the retention of this series at a later date. Dr. Bridges suggested that the commission consider and approve the RDA as presented at this time.

A motion to approve the RDA for the Legislative Council/Legislative Reference Service was made by Mr. Bledsoe, seconded by Dr. Turrini, and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for Wednesday, October 25, 2006, at 10:00 a.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 24, 2007.

A motion to adjourn the meeting was made by Mr. Bledsoe, seconded by Ms. Marshall, and the meeting adjourned at 10:42 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission