

**MINUTES**  
**STATE RECORDS COMMISSION**  
**April 25, 2007**

The State Records Commission met on Wednesday, April 25, 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; Bill Garrett, representing the Attorney General; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; and Eliza Marshall, representing the Secretary of State. Also present were Tammy Williams of the Department of Children's Affairs, Brittany DuBose of the Department of Homeland Security, Lester Thomas and Paul McLendon of the Department of Human Resources, Melissa Potts and Bridgett Adams of the Jefferson County Health Department, Doug Lunsford of the State Personnel Department, Robina Jenkins of the Real Estate Commission, and Chris Davidson, Terry Robinson, and Louise Bowlin of the Department of Transportation.

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

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 Bill Garrett. The motion was unanimously approved.

A motion to approve the minutes of the January 24, 2007, meeting was made by Yolanda Caldwell, and seconded by Eliza Marshall. The minutes were approved by a unanimous vote.

**New Business**

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

Richard Wang informed the commission that 132 state agencies have approved records disposition authorities in place as of April 2007. In addition, Dr. Wang stated that he had recently been contacted by representatives from the Department of Finance, the Alabama Development Office, and other agencies requesting RDA development assistance.

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

Dr. Wang reported that all 35 state agencies due to report in April had submitted their reports.

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: Department of Agriculture and Industries, Board of Athletic Trainers, Alabama State Board of Auctioneers, Department of Child Abuse and Neglect Prevention, Alabama Department of Children's Affairs, Commercial Mobile Radio Service Emergency

Telephone Services Board, Alabama Credit Union Administration, Board of Dental Scholarship Awards, Alabama Commission on Higher Education, Alabama Crime Victims Compensation Commission, State Board of Education/State Department of Education, Alabama Board of Electrical Contractors, Department of Finance–Division of Risk Management, Geological Survey of Alabama, State Department of Human Resources, 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 Medical Scholarship Awards, Alabama Department of Mental Health and Mental Retardation, Board of Examiners of Nursing Home Administrators, Board of Optometric Scholarship Awards, Alabama Board of Optometry, Alabama State Personnel Department, Board of Physical Therapy, Department of Post Secondary Education, Department of Public Health, Alabama Board of Examiners in Psychology, Real Estate Commission, Alabama Sickle Cell Oversight and Regulatory Commission, Alabama Sports Hall of Fame, State Oil and Gas Board, and St. Stephens Historical Commission.

Dr. Wang introduced to the commission agency records liaisons present at the meeting. He also stated that the Department of Mental Health and Mental Retardation had submitted its RDA implementation report after the mailing of the initial report to commission members. Mental Health reported destroying 400 cubic feet of obsolete records this past year and its report will be incorporated into the final implementation report for all agencies.

Lester Thomas of the Department of Human Resources informed the commission of the recent death of Chris Thorn, the department's records liaison. Mr. Thomas asked the staff of ADAH to assist his department with records management activities during the transition and appointment of a new records liaison.

Ms. Traylor asked whether or not ADAH conducted training workshops for agency records liaisons. Dr. Wang explained that he provides one-on-one training for all agency staff with newly approved RDAs, and for agencies that have had RDAs in place a long time but may have staff changes due to retirement or other personnel actions.

Tracey Berezansky indicated that additional training may be offered in the near future to provide agency records liaisons with specific procedures and guidelines to properly preserve website and other electronic records.

- Disposition of Records Created by the Defunct Tennessee Valley Exhibit Commission (copy attached):

During the quarter, records from the defunct Tennessee Valley Exhibit Commission were transferred to ADAH by the Examiners of Public Accounts upon completion of the agency's final audit. The records were appraised, foldered and boxed resulting in eight cubic feet of records transferred to ADAH's for permanent retention, 12 cubic feet of obsolete records destroyed, and one cubic foot of records sent to the State Records Center for temporary storage.

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

- Department of Homeland Security (copy attached):

A motion to approve the RDA revision for the Department of Homeland Security was made by Ms. Traylor, seconded by Bill Garrett, and unanimously approved by the commission.

- Department of Transportation (copies attached):

Chris Davidson, DOT Archivist, provided the commission with an e-mail memorandum, dated April 24, requesting further revisions for five additional records series. An earlier memorandum dated February 14, requested and outlined other revisions to DOT's records disposition authority.

A motion to approve the February 14 and April 24 RDA revision requests for the Department of Transportation was made by Mr. Garrett, seconded by Ms. Traylor, and unanimously approved by the commission.

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

- Alabama Board of Examiners in Counseling:

A motion to approve the RDA revision for the Alabama Board of Examiners in Counseling was made by Yolanda Caldwell, seconded by Eliza Marshall, and unanimously approved by the commission.

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

- Alabama Drycleaning Environmental Response Trust Fund Advisory Board:

A motion to approve the RDA for the Alabama Drycleaning Environmental Response Trust Fund Advisory Board was made by Mr. Garrett, seconded by Ms. Marshall, and unanimously approved by the commission.

- Alabama State Board of Registration for Foresters:

A motion to approve the RDA for the Alabama State Board of Registration for Foresters was made by Mr. Garrett, seconded by Ms. Caldwell, and unanimously approved by the commission.

### **Dates for Future Meetings**

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

Dr. Bridges declared the meeting adjourned at 10:30 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission