

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

The State Records Commission met on Wednesday, October 25, 2006, 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; Eliza Marshall, representing the Secretary of State; John Norris, representing the Examiner of Public Accounts; Margie Toney, representing the Department of Revenue; and Joe Turrini, representing Auburn University. Also present were Marie Malinowski of the Alabama Ethics Commission; Samantha Grant of the Department of Conservation; Myra Webb of the Alabama Historical Commission; Deborah Kennedy of the Legislative Fiscal Office; Doug Lunsford of State Personnel; Wanda Rawlinson and Yvonne Saxon of the Board of Examiners for Speech-Language Pathology and Audiology; and Ralph Ainsworth and Daria Story of the Alabama Office of the State Treasurer.

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 Margie Toney, and seconded by John Norris. The motion was unanimously approved.

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

**Old Business**

- Updates on the Alabama Open Records Study Task Force:

Tracey Berezansky reported that all five subcommittees had completed their work. A final meeting of the task force was held on September 19, 2006, for the purpose of submitting recommendations to the sponsoring legislators. A 30-day open comment period, ending October 20, 2006, has been set for other interested parties to submit comments or recommendations before the legislators began the process of drafting a bill to present during the 2007 legislative session. Ms. Berezansky expressed the need for and importance of a uniform set of guidelines to clarify access issues for public records.

**New Business**

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

Richard Wang reported that of the 26 state agencies due to report in October only 6 failed to submit a report. Dr. Wang also reported that the Alabama Ethics Commission just submitted

supplemental information to its annual report this morning. Highlights of this supplemental information will be incorporated into the summary report.

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Octobers. Agencies that submitted reports are: Board of Examiners of Assisted Living Administrators, Alabama State Board of Chiropractic Examiners, Alabama Department of Conservation and Natural Resources, Board of Cosmetology, Board for Licensure for Professional Engineers and Land Surveyors, State Ethics Commission, Governor's Office of Faith Based and Community Services, Board of Licensure for Professional Geologists, Alabama Board of Heating & Air Conditioning Contractors, Alabama Historical Commission, Alabama State Board of Registration for Interior Design, Department of Labor, Alabama Board of Pardons and Paroles, State Pilotage Commission, Alabama State Board of Public Accountancy, Department of Examiners of Public Accounts, Alabama Real Estate Appraisers Board, Alabama State Bar, Board of Social Work Examiners, Department of Veterans Affairs, and Board of Veterinary Medical Examiners.

Agencies that have not yet submitted reports are: Board of Licensure for Professional Geologists, Alabama Licensure Board for Interpreters and Transliterators, Board of Massage Therapy, Alabama Board of Podiatry, Office of the Secretary of State, and Bureau of Tourism and Travel.

**Records Disposition Authorities** (Minor Revision)

- Public Universities of Alabama (copy attached):

A motion to accept the revision to the RDA for Public Universities of Alabama was made by Mr. Norris, seconded by Dr. Turrini, and unanimously approved by the commission.

**Records Disposition Authorities** (Major Revisions)

- Jefferson County Department of Health:

A motion to approve the RDA for the Jefferson County Department of Health was made by Dr. Turrini, seconded by Ms. Marshall, and unanimously approved by the commission.

- Alabama Office of the State Treasurer:

Dr. Bridges began the discussion by asking Daria Storey and Ralph Ainsworth of the State Treasurer's Office about permanent documentation of the Unclaimed Property Program. After a brief discussion, it was agreed that the Unclaimed Property Database maintained by the office be kept permanently since it contains information that may be needed in the future to track sold items.

On page 3-7 of the RDA, change the disposition of the records series entitled **Unclaimed Property Database** to read: "**Disposition: PERMANENT RECORD.**"

A motion to approve the RDA as amended for the Alabama Office of the State Treasurer was made by Dr. Turrini, seconded by Bill Garrett, and unanimously approved by the commission.

**Records Disposition Authorities** (New)

- Joint Fiscal Committee/Legislative Fiscal Office:

A motion to approve the RDA for the Joint Fiscal Committee/Legislative Fiscal Office was made by Mr. Norris, seconded by Margie Toney, and unanimously approved by the commission.

- Alabama Board of Examiners for Speech-Language Pathology and Audiology:

A motion to approve the RDA for the Alabama Board of Examiners for Speech-Language Pathology and Audiology was made by Mr. Norris, 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, January 24, 2007, at 10:00 a.m. For planning purposes, the April meeting of the commission is scheduled for Wednesday, April 25, 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