

MINUTES
STATE RECORDS COMMISSION
April 26, 2006

The State Records Commission met on Wednesday, April 26, 2006, at 10:00 a.m. in the exhibit area in the new wing at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Lisa Dorr, representing the University of Alabama; Eliza Marshall, representing the Secretary of State; Alyce Robertson representing the Attorney General; Gail Traylor, representing the Examiner of Public Accounts; and Joe Turrini, representing Auburn University. Also present were Dennis Blair, representing the Department of Public Health; Robina Jenkins and Nancy Barfield, representing the Real Estate Commission; Doug Lunsford, representing the State Personnel Department; Tim Vicks, representing the Alabama Commission on Higher Education; and Tammy Williams, representing the Department of Children's Affairs.

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 minutes of the January 25, 2006, meeting was made by Gail Traylor, and seconded by Lisa Dorr. The minutes were unanimously approved.

Old Business

- Updates on the Alabama Open Records Study Task Force:

Tracey Berezansky reported that the five sub-committees established by the Task Force have been meeting and plan to have their reports ready in the fall. A final report consisting of draft open records legislation will be presented to the 2007 legislature for action.

Mr. Traylor asked about the status of the revised procedural leaflet "Guidelines for Taking Formal Meeting Minutes," noting that it was not posted on the Archives' web page although it was approved at the January meeting (with approval for staff to make stylistic changes). Dr. Bridges explained that the leaflet changes were now completed, and that it would be on ADAH's website soon.

New Business

- Retention of Bid Records (copy attached):

Richard Wang presented the commission with a memorandum recommending that bid records in excess of \$7,500 be retained by agencies for a period of 7 years instead of the previous retention of "permanent." This change is in response to recent legislation passed allowing the State Records Commission to set the retention time for bid records.

Ms. Traylor pointed out that Department of Finance-Division of Purchasing does not maintain original bid records for all agencies. Some agencies are responsible for maintaining their own original bid records. Therefore, item b, under records documenting the bid process was changed to read: “b. Duplicate copies of bid (where originals are maintained by the Finance Department-Division of Purchasing) . . .”

A motion to accept the 7 year retention period for bid records in excess of \$7,500 as amended was made by Ms. Traylor, seconded by Alyce Robertson, and unanimously approved by the commission

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

Dr. Wang gave the annual status of RDA development stating that 123 agencies currently have approved RDAs, and that 79 agencies need to develop a records disposition authority.

Joe Turrini asked how the selection process for RDA development was made. Dr. Wang stated that some agencies contact us to begin the creation of an RDA after the Examiners of Public Accounts point out the requirement for records disposition in the agency’s audit findings. Secondly, ADAH staff members personally contact agencies to offer assistance in RDA development. Ms. Robertson of the Attorney General’s Office offered her assistance, if needed, to prompt agencies to develop an RDA.

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

Dr. Wang reported that of the 34 state agencies due to report in April 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 Aprils. Agencies that submitted reports are: Department of Agriculture and Industries, Board of Athletic Trainers, Alabama State Board of Auctioneers, Child Abuse and Neglect Prevention Board, Commercial Mobile Radio Service Emergency Telephone Services Board, Alabama Commission on Higher Education, Alabama Credit Union Administration, Alabama Crime Victims Compensation, 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, Alabama Department of Mental Health and Mental Retardation, Board of Examiners of Nursing Home Administrators, State Oil and Gas Board, Alabama Board of Optometry, Alabama State Personnel Department, Board of Physical Therapy, Alabama Sickle Cell Oversight and Regulatory Commission, Department of Post Secondary Education, Alabama Board of Examiners in Psychology, Department of Public Health, Alabama Real Estate Commission, Alabama Sports Hall of Fame, and the St. Stephens Historical Commission.

Agencies that have not yet submitted reports are: Board of Dental Scholarship Awards, Board of Medical Scholarship Awards, and Board of Optometric Scholarship Awards.

Records Disposition Authorities (Minor Revision)

- Department of Agriculture and Industries (copy attached):

A memorandum outlining the records series being revised was presented to the commission for review. Dr. Wang stated an additional change in the retention time for records documenting the inspection of light duty weight scales was requested by the agency as follows:

Disposition: Temporary Record. Retain 4 years after the end of the fiscal year in which the records were created.

A motion to approve the RDA revision as amended for the Department of Agriculture and Industries was made by Lisa Dorr, seconded by Eliza Marshall, and unanimously approved by the commission.

- State Personnel Department:

A motion to approve the RDA revision for the State Personnel Department was made by Ms. Robertson, seconded by Joe Turrini, and unanimously approved by the commission.

- Department of Public Health (copy attached):

A motion to approve the RDA revision for the Department of Public Health was made by Dr. Dorr, seconded by Ms. Marshall, and unanimously approved by the commission.

Records Disposition Authorities (New)

- Department of Children's Affairs:

A motion to approve the RDA for the Department of Children's Affairs was made by Ms. Robertson, seconded by Ms. Traylor, and unanimously approved by the commission.

For informational purposes, Ms. Berezansky informed the commission of a new program the Archives is participating in with respect to exploring new techniques for the preservation of agency websites. The pilot program will last for one year and involves approximately 100 agency websites. The results of this study with the Internet Archive will help ADAH with future preservation of websites.

Dates for Future Meetings

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

Wednesday, October 25, 2006.

The meeting was adjourned at 10:32 a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission