

**MINUTES**  
**STATE RECORDS COMMISSION**  
**April 18, 2003**

The State Records Commission met on Friday, April 18, 2003, at 10:00 a.m. at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, representing the Department of Archives and History; Kari Frederickson, representing the University of Alabama; Jeff Jakeman, representing Auburn University; Martha Pegues, representing the Department of Revenue; Alyce Robertson, representing the Attorney General; Gail Traylor, representing the Examiner of Public Accounts; and Nancy Worley, Secretary of State. Also present were Monica VanDiver, Willie T. Owens, and Willie L. Strain, representing the Alabama Sickle Cell Oversight and Regulatory Commission; James Nuckles, representing the Department of Education; and Bernie Gilliland, Loretta Cook, and Mark Nelson, representing the Liquefied Petroleum Gas Board. Other visitors included Eliza Marshall of the Secretary of State's office and Doug Lunsford of the State Personnel Department.

Government Records staff present included Tracey Berezansky, Richard Wang, Kerry Pond, Becky Lapczynski, Chris Davidson, Tom Turley, Frank Brown, Lyn Frazer, and Corlis Floyd.

Ed Bridges called the meeting to order by summarizing the purpose, responsibility, and composition of the commission and welcomed those present.

A motion to accept the minutes of the January 23, 2003, meeting was made by Gail Traylor and seconded by Martha Pegues. The minutes were unanimously approved.

Dr. Bridges asked the commission for permission to postpone the discussion of old business with respect to legislation project files pending the arrival of commission members Alyce Robertson and Kari Frederickson. The meeting proceeded with new business as follows:

**New Business**

Procedural Leaflet: "Guidelines for the Preservation and Transfer of Agency Website Record" (copy attached):

Becky Lapczynski gave the commission a brief overview of this leaflet. Dr. Jakeman offered several suggestions to improve the leaflet's contents based on his discussions with IT personnel at Auburn. Gail Traylor suggested that Faye Boyd at ISD also be contacted for input. To allow time for clarification of language and review by outside IT personnel, approval of the leaflet was postponed until the July commission meeting.

After the arrival of commission members Alyce Robertson and Kari Frederickson, the meeting continued with a discussion of legislation project files.

## **Old Business**

Legislative Reference Service–Legislation Project Files (copy attached):

Since the January meeting, commission member Jeff Jakeman reviewed several examples of the contents in the legislation project files. Because Dr. Jakeman felt that some of the records might be of historical value, he contacted several political scientists at Auburn University, Auburn University at Montgomery, and the University of Alabama who agreed to further review and analyze the records and offer their recommendations concerning retention. The commission agreed to revisit this matter at its July meeting. In the meantime, Dr. Jakeman will contact these scholars and librarians to determine if any reimbursement for travel costs is needed, and then ADAH staff will set up a time for them to appraise the long-term value of the records.

## **New Business** continued

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in April. Agencies that submitted reports are: Board of Physical Therapy, Alabama Manufactured Housing Commission, Jefferson County Department of Health, Alabama Crime Victims Compensation Commission, State Board of Education/State Department of Education, Department of Public Health, Geological Survey of Alabama, State Oil and Gas Board, Alabama Sports Hall of Fame, Child Abuse and Neglect Prevention Board, Department of Finance–Division of Risk Management, Alabama Commission on Higher Education, Department of Post Secondary Education, Board of Examiners of Nursing Home Administrators, Alabama Board of Examiners in Psychology, Department of Agriculture and Industries, Alabama Board of Optometry, Alabama State Personnel Department, Board of Athletic Trainers, Commercial Mobile Radio Service Emergency Telephone Services Board, Judicial Inquiry Commission, St. Stephens Historical Commission, Tennessee Valley Exhibit Commission, Alabama State Board of Auctioneers, Alabama Board of Electrical Contractors, Board of Examiners in Marriage and Family Therapy, Alabama Sickle Cell Oversight and Regulatory Commission, and Department of Finance–Division of Debt Management and Capital Planning. Richard Wang noted that, in reviewing these reports, a number of state agencies had devoted more time and resources in the area of vital records identification and disaster plan development. This is a result of America's war on terrorism.

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

Dr. Wang informed the commission that 102 state agencies have approved RDAs and that staff members are currently working with some of the largest state agencies, such as the Department of Transportation, the Department of Human Resources, and the Department of Corrections in developing RDAs for future commission approval.

Staff Commission Support Review:

Tracey Berezansky informed the commission of a recent meeting between her and the state records staff to discuss the status of the State Records Program and some related problems and

concerns. One of the issues is how to deal with state agencies that do not follow through on RDA projects, refuse to implement approved RDAs, or fail to sign approved RDAs. Ms. Berezansky stated that she and Dr. Bridges discussed developing letters, to be sent to state agency directors reminding them of their records responsibilities and the necessity for developing and/or implementing an RDA. Also being considered is the creation of a “thank you” letter to send to agencies who consistently implement their RDA. All such correspondence would be prepared under signature of the chairman of the commission rather than as an action of the ADAH staff.

Discussion of staff suggestions followed, and commission members agreed that agency records management compliance enforcement needed to be addressed. Commission member Alyce Robertson volunteered her assistance in developing compliance procedures. Gail Traylor asked that copies of any future letters sent to agency directors with respect to RDA development and compliance be copied to the Examiners of Public Accounts to be made a part of the agency’s audit file. She felt this would be a good way for the Examiners auditing a particular agency to assist the State Records Commission in encouraging agency RDA compliance.

Staff will continue to brainstorm concerning this matter and will present a detailed list of actions to be implemented for the commission’s consideration at its July meeting.

Dr. Bridges informed the commission of an additional, new business agenda item to be considered by the commission.

The Finance Department, Personnel Division, asked that an emergency request for the destruction of obsolete personnel records (see attached memorandum) be approved by the commission.

A motion to approve the request by the Finance Department, Personnel Division, to destroy obsolete personnel records was made by Nancy Worley and seconded by Jeff Jakeman, and was unanimously approved by the commission.

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

Department of Archives and History (copy attached):

The commission discussed the benefits of including in ADAH’s RDA the records of nonprofit organizations that function as support groups for the agency. Dr. Bridges stated that ADAH wanted to include the records for public accountability, but commission members agreed that nonprofit organizations do not create state records and that other agencies might not want to report the records of their support groups. Chris Davidson pointed out that the universities had consciously made a choice not to include records of private nonprofit groups in their RDAs. The commission asked for the memo to be restructured and agreed to postpone approving the revision until its July meeting.

Bureau of Tourism and Travel (copy attached):

A motion to approve the RDA as revised was made by Alyce Robertson and seconded by Nancy Worley, and was unanimously approved by the commission.

**Records Disposition Authorities** (New)

Board of Dental Scholarship Awards:

Dr. Jakeman made a motion to approve the RDA as presented. Ms. Robertson seconded the motion, and it was unanimously approved.

Board of Medical Scholarship Awards:

Ms. Robertson made a motion to approve the RDA as presented. Dr. Jakeman seconded the motion, and it was unanimously approved.

Board of Optometric Scholarship Awards:

Ms. Traylor made a motion to approve the RDA as presented. Ms. Robertson seconded the motion, and it was unanimously approved.

Alabama Liquefied Petroleum Gas Board:

Dr. Jakeman made a motion to approve the RDA as presented. Ms. Robertson seconded the motion, and it was unanimously approved.

The next meeting of the State Records Commission was tentatively scheduled for 10:00 a.m., on Tuesday, July 22, 2003. For planning purposes, the October meeting of the commission is scheduled for Thursday, October 23, 2003.

The meeting was adjourned at 11:02 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission