

MINUTES
STATE RECORDS COMMISSION
April 28, 2010

The State Records Commission (SRC) met on Wednesday, April 28, 2010, 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; Elizabeth Utley, representing the Attorney General; Reagan Grimsley, representing Auburn University; Rebecca Morris, representing the Secretary of State; Dwan Mason, representing the Department of Revenue; Gail Traylor, representing the Examiners of Public Accounts; and John Giggie, representing the University of Alabama. Also present were James Carden, Steve Simpson, and Cindy Pitts of the Department of Rehabilitation Services, Lloyd Moore of the Credit Union Administration, and Kelly Heath of the State Personnel Department.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, Frank Brown, and Christine Garrett. Department of Archives and History staff member Steve Murray also attended the meeting.

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, Dr. Bridges summarized the purpose, responsibility, and composition of the commission, and welcomed those present.

A motion to adopt the agenda was made by Rebecca Morris and seconded by John Giggie. The motion was unanimously approved.

A motion to approve the minutes of the January 27, 2010, meeting was made by Gail Traylor and seconded by Reagan Grimsley. The minutes were approved by a unanimous vote.

New Business

- Presentation of Certificate of Recognition to Recipient of the Annual Award of the State Records Commission (copy attached)

Richard Wang introduced the Department of Rehabilitation Services' representatives at the meeting: James Carden, Deputy Commissioner; Steve Simpson, Legal Counsel; and Cindy Pitts, Records Liaison. James Carden accepted the award and thanked the commission for the recognition.

- Agency Annual RDA Implementation Monitoring Reports (copy attached)

Richard Wang reported that thirty-eight state agencies were scheduled to submit their annual RDA implementation monitoring reports to the commission this quarter. Thirty-four agencies submitted their reports. A summary report outlining the records management activities of those agencies with RDAs approved in previous Aprils was presented in the meeting packet to the commission for review.

Agencies that submitted reports are: Board of Physical Therapy; Alabama Manufacturing 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; Department of Child Abuse and Neglect Prevention; 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; 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; Board of Medical Scholarship Awards; Alabama Liquefied Petroleum Gas Board; State Department of Human Resources; Real Estate Commission; Alabama Credit Union Administration; Alabama Department of Mental Health and Mental Retardation; Alabama Drycleaning Environmental Response Trust Fund Board; Alabama State Board of Registration for Foresters; and Mobile County Health Department.

Agencies that have not yet submitted reports are: St. Stephens Historical Commission; Board of Dental Scholarship Awards; Board of Optometric Scholarship Awards; and Alabama Department of Children's Affairs.

- Alabama Court System Records Retention Schedule

Both Ed Bridges and Tracey Berezansky gave verbal reports to commission members about the newly released Alabama Court System Records Retention Schedule. Since Alabama law specifies that the court system may create its own records retention schedule in consultation with the State Records Commission, Archives staff will review the schedule and follow up with the court system about any concerns or problems. The final product will be submitted to SRC for proper action.

Records Disposition Authorities (Revision)

- Office of the Attorney General (copy attached)

A motion to approve the RDA revision was made by Gail Traylor, seconded by Rebecca Morris, and unanimously approved by the commission.

- Alabama State Bar (copy attached)

Ed Bridges and Richard Wang explained that one of the main reasons for this RDA revision is to change the retention requirement for meeting files of the agency's internal committees, task forces, and sections. The State Bar has many internal committees, task forces, and sections in place to assist the staff in various aspects of business. None of them has authority to mandate changes to the rules that govern the legal profession but may make recommendations to the State Bar's Board of Bar Commissioners (BBC) for consideration and adoption. Since the official meeting minutes and supporting documents of BBC reflect major discussion and recommendations of these internal entities, meeting files of the agency's internal committees, task forces, and sections should only be kept for a reference period.

A motion to approve the RDA revision was made by Rebecca Morris, seconded by Gail Traylor, and unanimously approved by the commission.

- Alabama Credit Union Administration (copy attached)

A motion to approve the RDA revision was made by John Giggie, seconded by Reagan Grimsley, and unanimously approved by the commission.

- Alabama Department of Forensic Sciences (copy attached)

In addition to the revisions included in the meeting packet, Richard Wang handed out a last-minute request from the agency staff with changes to three records series. He also indicated that, in addition to current changes to some records in the RDA, all previously approved blanket records retention guidelines are incorporated into the RDA as well. Ed Bridges pointed out that most of the changes involving an increase of retention period for some records as required by the federal accreditation audit.

A motion to approve the RDA revision was made by Rebecca Morris, seconded by Dwan Mason, and unanimously approved by the commission.

- Alabama Department of Transportation (copy attached)

A motion to approve the RDA revision was made by Gail Traylor, seconded by Reagan Grimsley, and unanimously approved by the commission.

Records Disposition Authorities (New)

- Office of District Attorney — Lauderdale County (copy attached)

Richard Wang stated that this RDA was only for use by the Office of District Attorney of Lauderdale County. He has sent copies of this draft RDA to the president of the Alabama District Attorneys Association for distribution to other district attorneys across the state for review and comments. We would like to create an RDA in the future that may be used by all district attorneys.

Ed Bridges provided members of the commission with a brief review of the appraisal process for case files created by state and local law enforcement agencies. While the files may be important and valuable, they have not been scheduled as permanent in any law enforcement RDAs for multiple reasons (i.e. they may include sensitive information, such as unverified suspicion and names of informants, and are expensive to retain). Much of the information in the files is available in the court record if needed for legal reasons.

A motion to approve the RDA was made by Dwan Morris, seconded by Gail Traylor, and unanimously approved by the commission.

- Office of Personnel — Department of Finance (copy attached)

Richard Wang stated that the Department of Finance does not have one all-encompassing RDA,

rather there are RDAs for several divisions within the agency. If an agency-wide RDA is created in the future, all divisional RDAs will be incorporated into the RDA.

A motion to approve the RDA was made by Gail Traylor, seconded by Rebecca Morris, and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is tentatively scheduled for Wednesday, July 28, 2010, at 10:00 a.m. The October meeting of the commission is scheduled for Wednesday, October 27, 2010.

Dr. Bridges declared the meeting adjourned at 10:40 a.m.

Christine Garrett, Government Records Division Archivist
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission