

MINUTES
STATE RECORDS COMMISSION
October 28, 2009

The State Records Commission met on Wednesday, October 28, 2009, 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; Reagan Grimsley, representing Auburn University; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; Rebecca Morris, representing the Secretary of State; and John Giggie, representing the University of Alabama. Also present were

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

A motion to accept the agenda was made by, and seconded by. The motion was unanimously approved.

A motion to approve the minutes of the July 22, 2009, meeting was made by, and seconded by. The minutes were approved by a unanimous vote.

Old Business

- Revised Procedural Leaflet: "Guidelines for Taking and Preserving Formal Meeting Minutes" (copy attached)
- Proposed Legislative Changes to the two Records Commissions (copy attached)

New Business

- Special One-Time Obsolete Records Destruction Request from the State Military Department (copy attached)
- Agency Annual RDA Implementation Monitoring Reports (copy attached):

Richard Wang reported that 32 state agencies were scheduled to submit annual implementation monitoring reports this quarter. 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, Choctawhatchee, Pea and Yellow Rivers Watershed Management Authority, Alabama Department of Conservation and Natural Resources, Alabama Board of Cosmetology, Board for Licensure for Professional

Engineers and Land Surveyors, State Ethics Commission, Department of Examiners of Public Accounts, Governor's Office of Faith Based and Community Services, Alabama Forestry Commission, Board of Licensure for Professional Geologists, Alabama Board of Heating & Air Conditioning Contractors, Alabama Historical Commission, Historic Chattahoochee Commission, Alabama State Board of Registration for Interior Design, Alabama Licensure Board for Interpreters and Transliterators, Joint Fiscal Committee/Legislative Fiscal Office, Department of Labor, Board of Massage Therapy, Alabama Board of Pardons and Paroles, State Pilotage Commission, Alabama Board of Podiatry, Alabama State Board of Public Accountancy, Department of Examiners of Public Accounts, Alabama Real Estate Appraisers Board, Office of the Secretary of State, Alabama Board of Examiners for Speech-Language Pathology and Audiology, Alabama State Bar, State Pilotage Commission, Board of Social Work Examiners, Bureau of Tourism and Travel, and Board of Veterinary Medical Examiners.

Agencies that have not yet submitted their reports are the President Pro Tempore of the Senate and the Department of Veterans Affairs.

Records Disposition Authorities (New)

- Alabama Board of Adjustment (copy attached):

A motion to approve the RDA as presented for the Alabama Board of Adjustment was made by , seconded by , and unanimously approved by the commission.

- Governor's Office on Disability (copy attached):

A motion to approve the RDA as presented for the Governor's Office on Disability was made by , seconded by , and unanimously approved by the commission.

- Information Services Division, Department of Finance (copy attached):

A motion to approve the RDA as presented for the Information Services Division, Department of Finance was made by , seconded by , and unanimously approved by the commission.

Dates for Future Meetings

The next meeting of the State Records Commission is scheduled for Wednesday, January 27, 2010, at 10:00 a.m. For planning purposes, the April meeting of the commission is scheduled for Wednesday, April 29, 2010.

Dr. Bridges declared the meeting adjourned at a.m.

Corlis Floyd, Secretary
State Records Commission

Edwin C. Bridges, Chairman
State Records Commission