



State & Local Records News

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Records Commission Recognizes Work of County Records Project Volunteers

Recently, the Local Government Records Commission honored volunteers from two Alabama counties for their work in preparing "loose" county records (unbound estate files, marriage licenses, divorces, and Confederate pension records) for microfilming by the Genealogical Society of Utah (GSU).

On May 7, ADAH archivists Lyn Frazer and Tom Turley presented certificates of appreciation from the commission to Calhoun County volunteers Barbara Barker, Dorothy Bishop, Willie Bunt, Sam Monk, and Frances Wright. The ceremony took place at the Anniston-Calhoun County Public Library, which received 144 rolls of microfilm produced by the loose records project. Also attending were Bonnie Seymour, the library's director; Tom Mullins of its Alabama Room; Calhoun County Probate Judge Arthur Murray; and Tony Reilly, GSU's regional coordinator.

On May 14, archivist Frank Brown and Tracey Berezansky, Assistant Director for Government Records, joined Tom and Lyn in presenting commission certificates to 44 volunteers who prepared Shelby County estate files and divorces, resulting in 66 rolls of records microfilm. The presentation was held at the Shelby County Archives and Museum in Columbiana, with Probate Judge Patricia Fuhrmeister and Tony Reilly also attending. A special certificate from Governor Don Siegelman was presented to Mrs. Shirley Knight to honor her late husband, Dick Knight, who coordinated the Shelby County project.

Calhoun, Shelby, and four other counties have completed microfilming their loose records. Work continues in nearly 40 other counties. For more information, call (334)242-4452, or send e-mail to records@archives.state.al.us.



Mrs. Knight receiving her certificate

Records Commissions Approve New RDAs, Publications

At their meetings on April 26, 2001, members of the State and Local Government Records Commissions approved the following records disposition authorities (RDAs):

State Records Commission

- Attorney General's Office - revised
- Alabama Board of Athletic Trainers - new
- Alabama Commercial Mobile Radio Service Emergency Telephone Services Board -new
- Judicial Inquiry Commission - revised
- St. Stephens Historical Commission - new
- Tennessee Valley Exhibit Commission - new

Local Government Records Commission

- Alabama Public Libraries - new

The commissions also approved three new publications for use by state and local agencies: the technical leaflets "What Public Officials Need to Know About Records Maintained on Digital Imaging Systems" and "Guidelines for Managing E-mail," and a model records management statement for use in agency policy manuals. Copies of these and other ADAH publications are available on our web site: <http://www.archives.state.al.us>.

The State and Local Government Records Commissions will next meet on **Thursday, July 26**, in the Milo B. Howard Auditorium at ADAH. Meeting times will be 10:00 a.m. (state) and 1:30 p.m. (local).

Government Records Division Staff Changes/Open Positions

Since our last issue, the ADAH Government Records Division has two staff changes to report. Chris Davidson of the state records section was recently promoted to the position of state records center manager. Electronic records archivist Mark Myers and his wife returned to Kentucky after her graduation from veterinary school. Currently, the division has three open Archivist I positions. For more information, consult the Alabama Department of Personnel web site: <http://www.personnel.state.al.us>.

Notice Our New Logo?

Also approved at the commission meetings on April 26 was a new logo to designate RDAs and other publications of the State and/or Local Government Records Commissions. Henceforth, it will appear on the masthead of *State and Local Records News*. This logo distinguishes commission-related materials from those produced solely by ADAH, which will continue to bear the Archives' logo.

ADAH Acquires ADO Records

State records section staff members Chris Davidson and Mark Myers recently arranged and processed 45 cubic feet of program administrative files from the Alabama Development Office, covering the years 1928 to 1970. These records, which are now available for research, document the development of economic programs across the state. They focus primarily on local projects and efforts to promote business expansion into Alabama or to extend existing business ventures.

Notable files in the collection include an "Industrial Survey" of Alabama counties for 1928-1930; brochures from the Chicago World's Fair of 1930; and a file on the development of the Talladega Speedway, including a promotional book of Daytona racetrack photographs and a letter from NASCAR official Bill France to Governor George Wallace prior to the speedway's opening.

ADAH staff continue to work on more recent ADO records, which should be available to researchers later in the summer.

Legislature Again Declines to Fund Local Records Grants

Reports from Goat Hill indicate that legislative funds for a local records grant program will not be available

in the next fiscal year. The Government Records Division continues to investigate alternative sources of state funding. While ADAH-like other state agencies—will have less money in 2002, existing services to state and local agencies should not be substantially affected.

In the absence of a statewide grant program, local records archivists Frank Brown, Lyn Frazer, and Tom Turley recently assisted three local government agencies to apply for records preservation grants from the National Endowment for the Humanities (NEH). The applications were submitted just prior to the April deadline. Our next issue will carry more information on plans for the three projects if grants are actually awarded.

ADAH Centennial Focuses on Records Issues

Despite torrential rains, the ADAH open house celebrating our 100th birthday (March 3, 2001) was a huge success. Hundreds of visitors heard talks on the department's history, toured archival storage and processing areas, and viewed rarely seen Alabama documents. Children took part in a poster contest, enjoyed balloons and cookies in the lobby, or played in Grandma's Attic, while their elders watched spinners and quilters demonstrate domestic skills from a bygone era.

State and local records were also a central feature of the day. Local archives roundtable members (who met the day before) stayed over to attend the celebration. Archivists Richard Wang and Tom Turley gave short talks on the state and local records programs. In the ADAH reference room, visitors perused letters written by Civil War soldiers to relatives at home, telegrams exchanged by President Kennedy and Governor Wallace over integrating the University of Alabama, the controversial 1901 Constitution, and a display of county records from the loose records microfilming program. For all those who participated, the ADAH Centennial was a memorable occasion.

Ask the Archivist

Question: *How can I safely store, use, and dispose of chemicals?*

All chemicals—including those used in heating or air-conditioning systems, routine janitorial work, pest control, microfilming, and photocopying—need to be safely stored, used and disposed of when containers are empty. To protect personnel, visitors, and records, locate and identify all chemicals used and stored in agency buildings or outbuildings.

Create a computer file that can be sorted by chemical and/or generic name. Include each chemical's manufacturer and/or supplier, purchase date, type of container (glass, metal, plastic), and expiration date. Keep a copy of the inventory off-site in the event of a disaster—particularly a fire—and update it on a regular basis.

If a chemical requires special precautions for its use, be sure that personnel who use it have appropriate training and equipment, in order to protect the health and safety of those who come in contact with the chemical or fumes. Do not store large quantities of any chemical in agency buildings and do not re-use chemical containers for other purposes.

Request a Material Safety Data Sheet (MSDS) from each chemical's manufacturer or supplier. MSDSs provide information on the chemical's proper and safe use, storage, flammability, and disposal. Add the MSDSs, as well as information on containing or absorbing chemical spills, to the agency's computer file.

Further assistance is available from the Alabama Department of Environmental Management (ADEM) in Montgomery at (334)260-2770, or at a local office; Safe State in Birmingham at (800) 452-5928 (the agency also answers questions about lead and asbestos); or—if needed—Poison Control at (800)462-0800 or (800)292-6678.

For help with this or other records conservation issues, contact Linda Overman at (334) 242-4452, ext. 229 or at loverman@archives.state.al.us.