



State & Local Records News

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ADAH to sponsor workshop on local government archives

On Friday, August 6, the Government Records Division will host an all-day workshop for county and municipal officials, historians, and genealogists who hope to establish a local government archives. Along with ADAH staff, members of an informal association of local archivists (the local archives roundtable) will discuss their experiences and offer instruction on various aspects of developing and operating local government archival programs.

Because construction at ADAH prohibits using the Milo Howard Auditorium, the workshop will be held at an alternate location in the capitol complex. In order to reimburse instructors' travel expenses, ADAH will charge attendees a \$20 fee. The workshop will run from 9:00 a.m. until 4:00 p.m. Among the topics to be covered are:

- Publicizing the need for a local government archives and obtaining political support
- Legally housing local government records outside of their originating offices
- Establishing funding mechanisms for an archives; attracting donations and volunteer support
- Selecting, renovating, and outfitting the local archives site (climate-control, archival containers and shelving)

- Establishing collection policies; acquiring and processing historical records; creating finding aids
- Preserving collections; employing alternative records storage formats; protecting collections against theft or natural disaster

ADAH will distribute more information on the workshop soon. If interested, contact the Government Records Division at (334)242-4452 or records@archives.alabama.gov.

SHRAB bills fail again on last day of legislative session

After failing in two earlier legislative sessions, two bills to reestablish the State Historical Records Advisory Board (SHRAB) died again in the final hours of the latest session. Although both were in a good position on the legislative calendar, lawmakers worked to complete the state budget until the session ended and had no time left for other matters.

Once more, we thank our legislative sponsors, Sen. Quinton Ross and Rep. Charles Newton, for their support. Local records archivist Frank Brown and Archives Friends consultant Johnny Crawford worked hard throughout the session on the bills' behalf. Plans are already in place to reintroduce them when the legislature reconvenes.

Records Commissions approve new RDAs, publication

At its meeting on April 22, 2004, the **State Records Commission** approved new records disposition authorities (RDAs) for the Real Estate Commission and the State Department of Human Resources. The commission also approved minor revisions to two other RDAs and reviewed RDA implementation monitoring reports from 30 state agencies.

Also meeting on April 22, the **Local Government Records Commission** approved a new RDA for the Jefferson Rehabilitation and Health Center. It also authorized local agency use of the revised Government Records Division leaflet "Public Officials: Your Records Responsibilities and the Law" (approved by the SRC in January).

The commissions' next quarterly meetings will take place on **Wednesday, July 21, 2004**. The State Records Commission will begin at 10:00 a.m., and the Local Government Records Commission at 1:30 p.m. At present, both meetings are set for the Milo B. Howard Auditorium at ADAH.

State agencies adopt new RDA implementation reporting form

Several months ago, in response to concerns from the State Records Commission about the reporting process for state agency RDA implementation, ADAH Government Records Division archivists drafted a new reporting form.

At its October 2003 meeting, the records commission requested that members of the State Agency Advisory Committee (consisting of representatives from nine state agencies) review the draft form and provide feedback or comments. After minor changes, the form was approved at the commission's meeting in January 2004. State

records staff began to implement the new reporting process for agency reports due in July 2004.

The new reporting form will provide the State Records Commission with more detailed information on state agencies' records management activities. It will also offer each agency the opportunity to express its own records management concerns and make comments or suggestions on records management issues. For more information, contact Richard Wang at (334)242-4452, ext. 240 or Richard.Wang@archives.alabama.gov.

ADAH and ALDOT contract to hire agency records officer

The Alabama Department of Archives and History (ADAH) has agreed to hire and train a records officer for the State Department of Transportation (ALDOT). On April 1, the two agencies signed a one-year, renewable contract; and the person hired should start work in June or July.

Although classified as an ADAH Senior Archivist, the employee will work full-time for ALDOT, providing "mutually agreed upon services" in records management. In return, ALDOT will cover the employee's salary, benefits, and travel expenses.

This arrangement allows ADAH to provide more extensive records management assistance to a state agency than would otherwise be possible at the staffing level permitted by our budget. If the pilot project works out well, ADAH hopes to offer the same service to other large state agencies.

Agencies that would like more information should contact Tracey Berezansky, Assistant Director for Government Records, or Richard Wang, head of the state records section, at (334)242-4452, or at our division's new e-mail address: Records@alabama.gov.

Recent Local Records Program Highlights

ADAH in-house microfilming progresses. Our in-house records preparation volunteers (the Colquetts and Stockmans) recently completed 33 cubic feet of Perry County chancery court files (1828-1915). Besides documenting early land ownership in Perry County, these records contain the papers of a slave trading firm from the 1840s. Once microfilmed, they will offer a wealth of historical material on slavery in Alabama and a priceless genealogical resource for African-Americans.



Sister Jenkins at her camera

Before returning home to Idaho in April, GSU volunteers Richard and Lorraine Jenkins completed 61 microfilm rolls of county records from the ADAH collection. Among the records filmed were Bullock County child labor affidavits, early Lowndes County circuit court files, Marshall County naturalization records, and Tuscaloosa County Confederate pension files.

New county archives opens. The Franklin County Archives held its grand opening on March 14, becoming Alabama's 14th local government archives. As reported in our February 2003 issue, the county renovated its former public health building to serve as the facility. Most equipment and materials were donated, and volunteers contributed over 2,300 hours of free labor!

The archives' fast-growing collections already include genealogical materials, county government records, public health artifacts, and a fine collection of Franklin County photographs. Congratulations to archivist Chris Ozborn, county officials, and everyone who worked so hard upon this project!



Reference room at the Franklin County Archives

Loose records program update. In April, Greene and Etowah Counties became our 26th and 27th completed projects. Filmed by GSU camera operators Lynn and Ruth Thorne (Greene) and Grant and Val Clement (Etowah), they produced, respectively, 140 and 242 rolls of microfilm.

Marshall and Jefferson Counties will start filming soon, while filming in Crenshaw County should begin in July, when a new camera operator couple, the Larsens, arrives to replace the Thornes.

Now almost half finished, Alabama's loose records program has so far produced over 2,200 rolls (3.75 million images) of historical records microfilm. Photographs and statistics from the program will soon be available on the ADAH website (www.archives.state.al.us). For loose records assistance, contact Tom Turley at (334)242-4452, ext. 234, or Tom.Turley@archives.alabama.gov.