

# Annual Records Disposition Authority (RDA) Implementation Report for District Attorneys' Offices

After this Annual RDA Implementation Report form has been submitted, you will receive an email from the Alabama Department of Archives and History (ADAH) with a PDF copy of your completed report. ADAH staff may contact you to request additional information or clarification while processing your report.

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\* Indicates required question

1. Judicial Circuit/Office Name: \*

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2. Fiscal year reporting: \*

*Mark only one oval.*

FY 2023

FY 2022

FY 2021

FY 2020

FY 2019

3. Today's date: \*

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*Example: January 7, 2019*

4. Name of staff member completing this report: \*

The Alabama Department of Archives and History will contact you with follow-up questions about this Annual RDA Implementation Report, if necessary.

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5. Staff member title: \*

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6. Email to which confirmation of submission should be sent: \*

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7. Phone number: \*

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### Temporary Records

Temporary records are subject to the Records Disposition Requirements of your RDA and can include records maintained onsite, at offsite facilities, and/or at the State Records Center.

8. Has your office destroyed obsolete temporary records (paper or electronic) during the past fiscal year? \*

*Mark only one oval.*

Yes

No

District attorneys' offices are responsible for submitting all documentation for records destroyed during the past fiscal year when completing your Annual RDA Implementation Report. Please email destruction notices for both obsolete paper and electronic records to [Charles.Busby@archives.alabama.gov](mailto:Charles.Busby@archives.alabama.gov).

9. If your office has NOT destroyed obsolete temporary records within the past reporting year, please select the reason(s) below:

*Check all that apply.*

- The office's records are under legal notice or subpoena
- The office's records are ineligible for destruction because the retention has not been fulfilled
- The office needs to maintain records for administrative reasons
- The office lacks the time or staff to destroy records
- The office lacks training on how to legally destroy records

10. Total cubic feet of obsolete temporary paper records destroyed by your office, both onsite and at facilities such as the State Records Center within the fiscal year being reported (for instance, FY 2023 is October 1, 2022 through September 30, 2023):

A 15" x 12" x 10" box, approximately the size of a printer paper box, equals 1 cubic foot

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For a small monthly fee, the State Records Center will retain your temporary paper records and keep track of authorized destruction dates so that you will not have to worry about records disposition.

Please contact the State Records Center at 334-277-9898 for additional information.

11. Total amount of obsolete temporary electronic records destroyed by your office within the fiscal year being reported (for instance, FY 2023 is October 1, 2022 through September 30, 2023). Type the number in the blank below, and then select the unit from the drop-down list:
- 

12. Unit of obsolete temporary electronic records:

*Mark only one oval.*

- kilobytes (KB)
- megabytes (MB)
- gigabytes (GB)
- terabytes (TB)

Please note that compliance with state records law requires destruction notices to be completed for the destruction of obsolete temporary records in both paper and electronic formats.

In order to be considered compliant, destruction notices for both obsolete paper and electronic records must be submitted to [Charles.Busby@archives.alabama.gov](mailto:Charles.Busby@archives.alabama.gov).

## Permanent Records

According to state law, permanent records cannot be destroyed and should be transferred to the Alabama Department of Archives and History at 624 Washington Avenue. As the state's government records repository and home to the state history museum, the ADAH seeks to ensure that historic records are preserved for the future. Please refer to the District Attorneys' Offices RDA for examples of permanent records series. For assistance in transferring permanent paper or electronic records to the Archives, contact [Rebecca.Jackson@archives.alabama.gov](mailto:Rebecca.Jackson@archives.alabama.gov).

13. District attorneys' offices are obligated to preserve permanent records and should transfer them to the Archives when they are no longer regularly referenced. \*

*Check all that apply.*

I understand these requirements.

## Permanent Electronic Records

### Organizational Charts

The Alabama Department of Archives and History (ADAH) is collecting both current and previous iterations of electronic or scanned organizational charts, which are critical in documenting district attorneys' operations and priorities over time.

14. Does your office have electronic or scanned versions of organizational charts that have not yet been transferred to the ADAH? \*

*Mark only one oval.*

Yes

No

My office has organizational charts, but I am unsure whether they have been transferred.

### Meeting Files

Meeting minutes, agendas, and packets represent core documentation of the decision-making processes of government bodies. While official (signed) meeting minutes are often paper-based and should always be preserved for eventual transmittal to the Archives, the ADAH requests that district attorney's offices transfer electronic versions of meeting files (including signed or unsigned minutes) on an annual basis.

15. Does your office have electronic versions of meeting minutes, agendas, or packets that have not yet been transferred to the ADAH? Please respond "Yes" even if these are unofficial or unsigned. \*

*Mark only one oval.*

- Yes
- No
- My office has electronic versions of meeting files, but I am unsure whether they have been transferred.

Records Management staff will be in contact with your office about next steps for the submission of any permanent records.

### State Publications

State publications such as newsletters, bulletins, and annual reports provide valuable insight into an office's activities. The ADAH strives to collect and preserve these electronic records before they become corrupted or lost and preserve them on our electronic records portal.

16. Has your office created any electronic newsletters/bulletins during FY 2023? \*
- Newsletter/bulletin – a regularly published communication containing news or information about an office.

*Mark only one oval.*

- Yes
- No

17. Has your office created an electronic annual report, or other interim/topical report, during FY 2023? \*

Annual report – a report on activities during a year. Note: The ADAH is also interested in receiving quarterly reports and any interim/topical reports.

*Mark only one oval.*

Yes

No

Please email your office's electronic annual reports and newsletters/bulletins to [Devon.Henschel@archives.alabama.gov](mailto:Devon.Henschel@archives.alabama.gov), or email her to discuss alternative methods for submission (such as Dropbox or thumb drive). Please send only born-digital records (i.e. records produced in digital format), NOT records scanned or converted from paper format.

#### District Attorney's Office Liaison Primary Contact

This person acts as your office's Records Liaison with the Alabama Department of Archives and History.

18. First Name \*

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19. Last Name \*

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20. Title \*

Please enter the title that the Records Liaison holds at your office.

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21. Email \*

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22. Phone \*

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23. For how many years has this person been the Records Liaison? \*

*Mark only one oval.*

Less than one year

1-2 years

2-5 years

5-10 years

10+ years

#### District Attorney's Office Liaison Other Contacts

Additional contacts at your office who would like to receive Records Liaison emails.

24. First Name

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25. Last Name

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26. Title

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27. Email

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28. Phone

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29. First Name

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30. Last Name

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31. Title

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32. Email

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33. Phone

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34. First Name

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35. Last Name

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36. Title

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37. Email

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38. Phone

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