

**MINUTES**  
**STATE RECORDS COMMISSION**  
**July 25, 2007**

The State Records Commission met on Wednesday, July 25, 2007, 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; Jeff Long, representing the Attorney General; Joe Turrini, representing Auburn University; Gail Traylor, representing the Examiner of Public Accounts; Yolanda Caldwell, representing the Department of Revenue; and Eliza Marshall, representing the Secretary of State. Also present were Bob Gamble of the Alabama Historical Commission, Ann Cosby of the Board of Occupational Therapy, Doug Lunsford of State Personnel, and Cindy Pitts and Steve Simpson of the Department of Rehabilitation Services.

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, he summarized the purpose, responsibility, and composition of the commission, and welcomed those present. Dr. Bridges thanked Eliza Marshall for her service on the commission and noted this meeting was Ms. Marshall's last before she begins work with the Montgomery City/County Board of Education on August 6. Jeff Long was introduced to the commission as a guest member standing in for Bill Garrett of the Attorney General's Office.

Dr. Bridges requested that the agenda for the meeting be amended to include two additional items, namely: an update on the National Association of Chief Information Officers (NASCIO) Release of Part II of their Electronic Records Management and Digital Preservation Research Report, and Additional Guidelines for the Preservation of Meeting Agendas, Minutes, and Packets. A motion to accept the agenda for the meeting as amended was made by Gail Traylor, and seconded by Jeff Long. The motion was unanimously approved.

A motion to approve the minutes of the April 25, 2007, meeting was made by Mr. Long, and seconded by Eliza Marshall. The minutes were approved by a unanimous vote.

**New Business**

- New Disposition Statement for Ceremonial/Honorary Artifacts Materials (copy attached):

Richard Wang reported that ADAH's acquisitions committee had met recently and recommended that ceremonial/honorary artifacts materials be exempt from the definition of records and therefore not subject to any records retention requirements. Tracey Berezansky further explained that after every change of administration in Alabama government, large quantities of such materials are transferred to the Archives along with permanent records. Since the materials have no historical value and storage is not adequate to house the artifacts, this request is being made for the commission's consideration and approval.

A motion to approve the request to exclude ceremonial/honorary artifacts materials from records retention requirements as presented was made by Mr. Long, seconded by Ms. Traylor, and unanimously approved by the commission

- Identification of Vital Records in RDAs:

Ms. Berezansky informed the commission of a meeting she attended, along with archivists from several southern states, to discuss the need for amended and updated policies governing recovery efforts in the event of a disaster such as Hurricane Katrina. As a result of this meeting, ADAH staff have developed a plan to work with agencies during the RDA development process to acquire information and have each agency prepare a list of vital records necessary for them to be operational again within 24 to 36 hours following a disaster.

Ms. Traylor noted that the Examiners have begun, during its agency audit process, citing agencies that do not have a disaster recovery plan in place. As an internal control issue, the Examiners believe a disaster recovery plan is a must.

- Updates on the Alabama Open Records Study Task Force:

Dr. Bridges advised the commission that in spite of all the efforts of the subcommittees organized by the legislature to study, recommend and submit reports relating to records access issues, no bill to establish or revise Alabama's access law was introduced during the 2007 legislative session.

- Agency Annual RDA Implementation Monitoring Reports (copy attached):

Dr. Wang reported that 26 of the 30 state agencies due to report in July had submitted their reports.

Staff members provided the commission with a summary report outlining the records management activities of those agencies with RDAs approved in previous Julys. Agencies that submitted reports are: Alabama Alcoholic Beverage Control Board; Alabama Department of Archives and History; Board for Registration of Architects; Alabama State Council on the Arts; Board of Examiners in Counseling; Criminal Justice Information Center; Alabama Electronic Security Board of Licensure; Alabama Emergency Management Agency; Department of Forensic Sciences; Licensing Board for General Contractors; Home Builders Licensure Board; Department of Insurance; Board of Examiners of Landscape Architects; Legislative Reference Service; Alabama School of Mathematics and Science; Alabama Medicaid Agency; Alabama Board of Medical Examiners/Medical Licensure Commission; Alabama State Board of Occupational Therapy; Alabama Onsite Wastewater Board; Alabama Peace Officers Standards and Training Commission; Alabama Public Library Service; Department of Public Safety; Department of Rehabilitation Services; State Records Commission/Local Government Records Commission; Senior Citizens Hall of Fame; and Alabama Department of Transportation.

Agencies that have not yet submitted reports are: Board of Home Medical Equipment Service Providers; Office of Prosecution Services; Alabama State Board of Prosthetists and Orthotists;

and Alabama Surface Mining Commission.

Dr. Wang thanked Ms. Traylor and auditors of the Examiners of Public Accounts for including as part of their audit review process a citing for agencies that fail to submit an annual RDA implementation report.

- Update on the National Association of Chief Information Officers (NASCIO) Release of Part II of their Electronic Records Management and Digital Preservation Research Report

Ms. Berezansky gave a brief overview of the National Association of Chief Information Officers' (NASCIO) Electronic Records Management and Digital Preservation Research Report by stating that Part II had been released which focuses on the economic, legal, and organizational issues and recommended actions related to electronic records management and preservation. Part III of the report is due to be released in late fall. Anyone interested in viewing the report may access it online at [nascio.org](http://nascio.org).

#### **Records Disposition Authorities** (Minor Revision)

- Alabama Historical Commission (copy attached):

Dr. Wang provided the commission with a copy of the most recent changes as recommended by Bob Gamble.

A motion to approve the RDA as revised by Mr. Gamble for the Alabama Historical Commission was made by Ms. Traylor, seconded by Mr. Long, and unanimously approved by the commission.

- Office of the Secretary of State (copy attached):

A motion to approve the RDA revision for the Office of the Secretary of State was made by Mr. Long, seconded by Ms. Marshall, and unanimously approved by the commission.

- Department of Transportation-Field Division (copy attached):

A motion to approve the RDA revision for the Department of Transportation-Field Division was made by Mr. Long, seconded by Yolanda Caldwell, and unanimously approved by the commission.

#### **Records Disposition Authorities** (New)

- Division of Purchasing, Department of Finance:

A motion to approve the RDA for the Division of Purchasing, Department of Finance was made by Mr. Long, seconded by Ms. Traylor, and unanimously approved by the commission.

- Soil and Water Conservation Districts/Alabama Soil and Water Conservation Committee/Alabama Agricultural and Conservation Development Commission:

A motion to approve the RDA for the Soil and Water Conservation Districts/Alabama Soil and Water Conservation Committee/Alabama Agricultural and Conservation Development Commission was made by Mr. Long, seconded by Ms. Caldwell, and unanimously approved by the commission.

- Additional Guidelines for Meeting Agendas, Minutes, and Packets

Dr. Wang provided the commission with a copy of a memorandum that requested the adoption of additional guidelines to address and define the scope and preservation of official records of formal meetings held by state government entities in Alabama. After some discussion, the statement was edited to provide better clarity and reads as follows:

“Formal meeting minutes that have been approved by the State Records Commission for permanent preservation must include meeting agendas, approved and signed minutes, and meeting packets as distributed by staff members of the agency/board/commission for review and/or action by the agency/board/commission during the meeting. Meeting packets may include, but are not limited to, any resolution, ordinance, petition, report, exhibit, and other related supporting documents that were discussed or adopted at a meeting. Meeting agendas and packets should always be attached to the minutes and become part of the official record.”

A motion to approve the Guidelines for Meeting Agendas, Minutes, and Packets as revised was made by Joe Turrini, seconded by Ms. Traylor, and unanimously approved by the commission.

### **Dates for Future Meetings**

The next meeting of the State Records Commission is scheduled for Wednesday, October 24, 2007, at 10:00 a.m. For planning purposes, the January meeting of the commission is scheduled for Wednesday, January 23, 2008.

Dr. Bridges declared the meeting adjourned at 10:53 a.m.

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Corlis Floyd, Secretary  
State Records Commission

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Edwin C. Bridges, Chairman  
State Records Commission