

Criminal Justice Information Center

Functional Analysis & Records Disposition Authority

**Presented to the
State Records Commission
July 27, 2000**

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Functional and Organizational Analysis of the Criminal Justice Information Center

Sources of Information

Representatives of the Criminal Justice Information Center

Patty Lambrecht, Deputy Director
Gayle Bowen, Field Operations
Sharon Doss (records liaison), Administrative Services
Teresa Ford, Uniform Crime Reporting
Mark Hartley, Information Technology
Issac Kervin, Information Technology
Loretta Moseley, Director's Office
Julia Reeves, Administrative Services
June Vance, Information Technology
Robert Wagstaff, Information Technology

Code of Alabama 1975, Sections 41-9-590 through 41-9-648

Code of Alabama 1975, Section 41-20-1 through 41-20-16 (Sunset Law)

Alabama Administrative Code, Chapters 610-X-1 through 610-X-13

Alabama Government Manual (1998)

Government Records Division, State Agency Files (1985-ongoing)

Agency Organization

The Criminal Justice Information Center is supervised by the Criminal Justice Information Center Commission. The commission is composed of two sections: a voting section and an advisory section. The voting section consists of the attorney general, the chairman of the Board of Pardons and Paroles, the commissioner of the Department of Corrections, the president of the Alabama Sheriffs' Association, the director of the Department of Public Safety, the president of the Alabama Association of Chiefs of Police, the director of the Department of Economic and Community Affairs, the president of the District Attorneys' Association, the president of the Circuit Clerks' Association, the chief justice of the Alabama Supreme Court, the president of the Alabama Association of Intermediate Court Judges, the president of the Circuit Judges' Association, and the director of the Information Service Division of the Department of Finance.

The advisory section is comprised of the president of the Alabama Senate, the speaker of the Alabama House of Representatives, the president of the Association of County Commissioners of Alabama, the president of the Alabama League of Municipalities, the director of the Administrative Office of Courts, and a citizen representative appointed by the governor.

The commission elects from its membership a chairperson and vice chairperson. It generally meets four times a year. A simple majority of the voting section constitutes a quorum. The commission appoints a director and a deputy director for the center's development and operation. Other staff members are hired as needed. An organizational chart is attached.

Historical Context

Activity relating to the accumulation, storage, retrieval, analysis and dissemination of criminal information was originally performed by the Uniform Crime Reports Section of the Federal Bureau of Investigation (FBI) in Alabama. In October of 1975, the Alabama Legislature passed Act 872 creating the Criminal Justice Information Center(CJIC). On January 1, 1976, CJIC formally took over operation of the Uniform Crime Reports Section of the FBI.

Agency Function and Subfunctions

The mandated function of the Criminal Justice Information Center is for the accumulation, storage, retrieval, analysis, and dissemination of vital information relating to crimes, criminals, and criminal activities. The agency is primarily involved in carrying out the Law Enforcement and Emergency Powers function of Alabama government. In the performance of its mandated function, the commission may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** The Code of Alabama 1975, Section 41-9-594 authorizes the center to establish rules, regulations, and policies necessary to carry out its duties and responsibilities. To safeguard criminal information, the center appoints a privacy and security committee from its membership to study the privacy and security implications of criminal justice information and to formulate policy recommendations for adoption by the center. This subfunction encompasses activities pertaining to the development of rules and regulations concerning the collection, storage, dissemination, or usage of criminal justice information.
- **Implementing a Uniform Crime Information System.** The Code of Alabama 1975, Section 41-9-621 mandates the center to develop, operate, and maintain an information system which will assist in the collection, storage, retrieval, analysis, and dissemination of all crime and offender data. The center's current communication network consists of a computer-operated telecommunications system connecting approximately seven hundred terminals and seventeen regional computer centers throughout the state. The center maintains several computerized databases of criminal information. Detailed information on the databases is available on page 2-1.
- **Compiling Statistics.** In accordance with the Code of Alabama 1975, Section 41-9-621 (4), the center is responsible for compiling and publishing periodic statistics on the nature and extent of crime in Alabama. All statistical information is distributed to the governor,

the legislature, the judiciary, and other governmental agencies whose primary responsibilities include the planning, development, or execution of crime reduction programs. Currently, the center publishes annually three statistical reports: Crime in Alabama, Domestic Crime, and Juvenile Victims of Violent Crime. In addition, the agency may produce other analytical reports or ad hoc reports requested by law enforcement agencies, legislators, or the media.

- **Providing Technical Assistance.** The Code of Alabama, Section 41-9-621(3) mandates the center to “offer assistance and instruction to all criminal justice agencies in establishing efficient systems for information management.” Staff members of CJIC routinely provide policy and technical training to all criminal justice agencies in the use of CJIC’s Law Enforcement Data System (LEDS), the National Crime Information Center (NCIC), the National Law Enforcement Telecommunication System (NLETS) and other related programs. CJIC’s technical assistants are assigned to and reside within multi-county areas of the state where they make daily contact to assist users in resolving crime and system related problems.
- **Providing Individuals with Reference Assistance to Their Criminal Records.** The Code of Alabama, Section 41-9-643 mandates the center to make a person’s criminal records available for inspection to this person or his/her attorney upon written application and payment of an administrative fee to the commission. If an individual believes such information to be inaccurate or incomplete, he/she may challenge the center. All documentation concerning the challenged records is then forwarded by the center to the original agency having custody of the specific records. If the original agency declines to purge, modify, or supplement the challenged records or the individual believes the agency’s decision to be unsatisfactory, the person may appeal to the center for a hearing. The center may rule to correct the records. Otherwise, the individual may appeal to a circuit court.
- **Administering Internal Operations.** A significant portion of the agency’s work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency including:

Managing the agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, lobbying, tracking), publicizing and providing information, managing records, and managing information systems and technology.

Managing finances: Activities include budgeting (preparing and reviewing budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency’s budget through a uniform system of accounting and reporting;

authorizing travel; contracting with companies or individuals; bidding for products and services; assisting in the audit process; investing; and issuing bonds.

Managing human resources: Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; and disciplining.

Managing properties, facilities, and resources: Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing security for property owned by the agency; insuring property; and assigning, inspecting and maintaining agency property, including vehicles.

Completed: May 2000

Attachment: Organizational Chart

Analysis of Record Keeping System and Records Appraisal of the Criminal Justice Information Center

Agency Record Keeping System

The Criminal Justice Information Center currently operates a hybrid record keeping system composed of paper and electronic records.

Paper-based Systems: Although the center captured and maintained its records electronically, paper copies are also created/maintained for records keeping and distribution purposes.

Computer Systems:

The Alabama Criminal Justice Information Center operates a multi-platform network consisting of complex mainframe applications, a Message Switch central component, and workstation solution deployed throughout Alabama. This network not only transports key information to all criminal justice agencies within the state, but also connects interactively to the FBI, National Crime Information Center (NCIC), criminal justice agencies in the other forty-nine states and the four United States territories, the Washington DC Metropolitan Police, The Royal Canadian Mounted Police (RCMP), and 250 more foreign countries through INTERPOL Operations.

The center operates and maintains the following computerized databases of criminal information:

(1) Law Enforcement Data System (LEDS)-- This is an on-line hierarchical database composed of criminal justice information available to qualified criminal justice agencies throughout this state and the nation as a whole. LEDS contains information on persons (wanted, missing, or unidentified), vehicles/boats (stolen, abandoned, impounded, recovered, or used to commit a felony), guns (stolen, lost, or recovered), articles (stolen, lost, or recovered), securities/traveler's checks (stolen or lost), and license plates (stolen or lost). The information contained in LEDS database is entered, modified, and deleted by participating law enforcement agencies at the local level. This system stores and makes information accessible 24 hours a day. Information entered into this system, if needed, is automatically transmitted to the National Crime Information Center (NCIC) in Clarksburg, West Virginia, where it is made available to criminal justice agencies throughout the nation.

(2) Computerized Criminal History (CCH) System-- Created in 1978, CCH is an on-line hierarchical database to provide complete, statewide "rap sheets" on criminal offenders. Information contained in the system includes individual identification, arrest data, court or other disposition of cases, and custody/supervision status. Data is entered, modified, and deleted by participating law enforcement agencies at the local level. This system stores and makes information accessible 24 hours a day. Information entered into this system, if it qualifies, is automatically transmitted to the National Crime Information Center (NCIC) in Clarksburg, West Virginia, where it is made available to criminal justice agencies throughout the nation.

(3) Uniform Crime Reporting (UCR) System—This is a linear database of criminal statistics maintained by the CJIC based on information provided to it by state and local law enforcement agencies. The information in the database is used to compile the statistical reports published by the CJIC. The data is copied yearly on magnetic tape cartridges upon publication of the reports. The cartridges are retained in a tape library. The database is then purged and the process of compiling a new year's statistics begins.

All databases are backed up on a weekly basis on magnetic tape cartridges. The backup is kept for a three week rotation. The previous week is housed at CJIC, and the other two are kept at the State Data Center. An annual purge is conducted, and any information not flagged as active is deleted from the system. NCIC conducts a similar purge annually and notifies the creating agency when a record is to be deleted. Access to information in the databases is restricted to law enforcement personnel only. Individuals and their attorneys can look at their own criminal histories. The original (paper copy) of the records entered into the databases is kept at the creating agency, as per federal statute. CJIC handles none of the paper or original copies; in this case it acts as a keeper of the data only.

The center maintains a web site at <http://www.agencies.state.al.us/acjis/pages/alacrime.htm>. Information available on the web site mainly includes various statistical data compiled by the CJIC staff. All of the information is also maintained in paper format.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Criminal Justice Information Center: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the board are discussed below:

- **Criminal Justice Agency Information System Operator Certification/Recertification Files.** The Code of Alabama, Section 41-9-621(3) mandates the center to “offer assistance and instruction to all criminal justice agencies in establishing efficient systems for information management.” Staff members of CJIC routinely provide technical training to all criminal justice agencies in the use of various information systems for the collection, storage, retrieval, analysis and dissemination of crime and offender data. All qualified system operators are certified by CJIC every two years. This series consists of certification examination answer sheets completed by operators of local criminal justice agencies. Since everyone is subject to recertification every two years, these examinations should be maintained at least until the completion of the next recertification examination.
- **Requests to Review Criminal Records Files.** The Code of Alabama, Section 41-9-643 mandates the center to make a person's criminal records available for inspection to the person

or his/her attorney upon written application and payment of an administrative fee to the commission. This records series consists of standard application forms completed by applicants and other supporting identification documents. After copies of the criminal records are mailed to the applicant, CJIC maintains certified mail and return receipts in the files. These records should be kept for one audit review cycle after creation.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

Promulgating Rules and Regulations:

- **Meeting Minutes of the Criminal Justice Information Center Commission.** The commission is required by the Code of Alabama 1975, Section 41-9-593, to hold a minimum of four regular meetings each year in the months of January, April, July, and October. The minutes of these meetings are necessary to document the actions of the commission and its members. (RDA page 3-2) **(Bibliographic Title: Meeting Minutes)**

Compiling Statistics:

- **Crime Statistical Publications.** In accordance with the Code of Alabama 1975, Section 41-9-620 (5), the center is responsible for publishing various statistics to document the level and nature of crime in the state. Examples of publications may include Crime in Alabama, Juvenile Victims of Violent Crime, and Domestic Violence in Alabama. All of them possess valuable information on criminal and law enforcement activities in the state. **(Bibliographic Title: Crime Statistical Publications)**
- **Uniform Crime Reporting System Database.** The Uniform Crime Reporting (UCR) System is a linear database which utilizes data transmitted by state/local law enforcement agencies to provide a comprehensive picture of crime in the state. CJIC staff members use the information in the database to compile various crime statistical publications for distribution as mandated by law. The database is copied yearly onto magnetic tape cartridges upon publication of these statistics. The database may be utilized to create other special tailored crime reports and should be preserved permanently. (RDA page 3-4)

Providing Technical Assistance:

- **Law Enforcement Officers' Handbook.** Compiled by CJIC in 1990, this handbook provides all law enforcement agency staff members with general instructions on reporting procedures for incidents, offenses, and arrests. The handbook serves as a model and may be adopted by individual law enforcement agencies as its official handbook.(RDA page 3-4) **(Bibliographic Title: Handbook fro Law Enforcement Officers)**

Administering Internal Operations:

- **Alabama Law Enforcement Directory.** This directory, published/updated twice a year, is designed as a ready reference to state, local, and university/college law enforcement agencies. Information available in the directory includes name of agency, chief officer, address, phone number, FAX number, and E-mail address. (RDA page 3-4)(**Bibliographic Title: Biennial Directory of Alabama Law Enforcement Agencies**)

Accessibility of Records

In accordance with the Alabama Administrative Code, 265-X-2- .2, criminal justice records are only available for access by criminal justice agencies and certain noncriminal justice agencies upon completion of a privacy and security agreement with CJIC. The Alabama Administrative Code, 265-X-2- .3 specifies procedures for an individual to review and challenge his/her criminal history information maintained by CJIC.

Completed: May 2000

Permanent Records List
Function: Law Enforcement and Emergency Powers
Criminal Justice Information Center

Promulgating Rules and Regulations:

1. Meeting Minutes of the Criminal Justice Information Center Commission

Compiling Statistics:

1. Crime Statistical Publications
- *2. Uniform Crime Reporting System Database

Providing Technical Assistance:

1. Law Enforcement Officers' Handbook

Administering Internal Operations:

1. Alabama Law Enforcement Directory

*indicates records that ADAH anticipates will remain in the care and custody of the creating agency. (ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.)

Criminal Justice Information Center Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the Criminal Justice Information Center (CJIC). The RDA lists records created and maintained by CJIC in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for CJIC to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Under Code of Alabama 1975, Section 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." Records must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the Criminal Justice Information Center records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records, regardless of the medium on which those records may be kept.
- Electronic mail is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- The State Records Commission has determined that certain record-related materials need not be retained as records under the disposition requirements in this RDA. They may be disposed of in whatever way the agency determines best. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other

publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term internal purposes that may include, *but are not limited to*: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about department social activities, such as a note to a group going to lunch.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Criminal Justice Information Center and lists the groups of records created and/or maintained by the center as a result of activities and transactions performed in carrying out these subfunctions. The center may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

■ Promulgating Rules and Regulations

MEETING MINUTES OF THE CRIMINAL JUSTICE INFORMATION CENTER
COMMISSION
Disposition: PERMANENT RECORD.

Recordings of Meetings

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Administrative Procedures Rule Filings

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Register of Administrative Procedures Rule Filings

Disposition: Retain in office (Code of Alabama 1975, Section 41-22-6).

■ Implementing a Uniform Crime Information System

1. Law Enforcement Data System (LEDS) Database

(The disposition of individual records in the LEDS database is governed by the National Crime Information Center Code Manual [April 1998].)

Data on persons wanted, missing, and unidentified

Disposition: Temporary record. Retain until action is taken by the originating agency to cancel or clear the records.

Data on vehicles stolen, abandoned, impounded, recovered, and felony

Disposition: Temporary record.

Vehicles with Vehicle Identification Number (VIN) or Owner Applied Number (OAN): Retain 4 years after the end of the year in which the records were created.

Vehicles without VIN or OAN: Retain 90 days.

Data on stolen vehicle parts and accessories

Disposition: Temporary record. Retain 4 years after the end of the year in which the records were created.

Data on stolen boats and motors

Disposition: Temporary record.

Boats with Boat H Number (BHN) or Owner Applied Number (OAN): Retain 4 years after the end of the year in which the records were created.

Boats without BHN or OAN: Retain 90 days.

Data on stolen or lost license plates

Disposition: Temporary record. Retain 1 year after the end of the year in which the records were created.

Data on stolen guns

Disposition: Temporary record. Retain until action is taken by the originating agency to cancel or clear the records.

Data on recovered guns

Disposition: Temporary record. Retain 2 years after the end of the year in which the records were created.

Data on stolen articles

Disposition: Temporary record. Retain 1 year after the end of the year in which the records were created.

Data on unrecovered, stolen, embezzled, or counterfeited securities

Disposition: Temporary record. Retain 4 years after the end of the year in which the records were created.

Data on unrecovered, stolen, embezzled, or counterfeited traveler's checks and money orders

Disposition: Temporary record. Retain 2 years after the end of the year in which the records were created.

2. Computerized Criminal History System (CCH) Database (individual criminal files)

Disposition: Temporary record. Retain 80 years after last entry or until death of the individual.

3. UNIFORM CRIME REPORTING SYSTEM (UCR) DATABASE

Disposition: PERMANENT RECORD.

■ **Compiling Statistics**

CRIME STATISTICAL PUBLICATIONS
Disposition: PERMANENT RECORD.

■ **Providing Technical Assistance**

LAW ENFORCEMENT OFFICERS' HANDBOOK
Disposition: PERMANENT RECORD.

Criminal Justice Agency Information System Operator Certification/Recertification Examination Questions
Disposition: Temporary Record. Retain until superseded.

Criminal Justice Agency Information System Operator Training Instruction Packets
Disposition: Temporary Record. Retain until superseded.

Criminal Justice Agency Information System Operator Certification/Recertification Files
Disposition: Temporary Record. Retain 2 years or until completion of next recertification.

■ **Providing Individuals with Reference Assistance to Their Criminal Records**

Request to Review Criminal Records Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

■ **Administering Internal Operations**

Managing the Agency:

ALABAMA LAW ENFORCEMENT DIRECTORY
Disposition: PERMANENT.

Commission Appointment Letters
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the term expires.

Routine Correspondence
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Administrative Reference Files
Disposition: Temporary Record. Retain for useful life.

Legislative Files (drafts of proposed commission-sponsored legislation)

Disposition: Temporary Record. Retain for useful life.

Legislative Tracking Files

Disposition: Temporary Record. Retain for useful life.

Mailing Lists

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the center's approved RDA (copies of transmittal forms to the Archives and the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Copies of RDA

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA is superseded.

Computer systems documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions, Y2K records)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Managing Finances:

Records documenting the preparation of a budget package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of original entry or routine accounting transactions, such as journals, registers, ledgers, and funds deposited outside the state treasury.

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Grant Project Financial Records and Interim Reports

Disposition: Temporary Record. Retain 6 years after submission of the final financial report.

Records documenting requests for authorization from supervisors to travel on official business either within or outside the state, and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting contracts for services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses

Disposition: Retain in office (Code of Alabama 1975, Section 41-16-24).

Audit Reports

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

Managing Human Resources:

Position Classification Files

Disposition: Temporary Record. Retain 4 years after position is reclassified.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee's work history - generally maintained as a case file

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting employees' daily and weekly work schedules

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee's hours worked, leave earned, and leave taken (including time sheets)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting sick leave donations

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of final leave status (cumulative leave)

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Employee Flexible Benefits Plan Files

Disposition: Temporary Record. General information -- Retain until superseded.

Other (applications, correspondence) -- Retain 6 years.

State Employee Injury Compensation Trust Fund Files

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Equal Employment Opportunity Commission Case Files

Disposition: Temporary Record. Retain 3 years.

Managing Properties, Facilities, and Resources:

Semiannual Inventory Lists

Disposition: Retain in office. (Code of Alabama 1975, Section 36-16-8 [1]).

Transfer of State Property Forms (SD-1) (Agency copies)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the items were removed from inventory.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Real Property Leasing/Renting Records

Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Facilities/Building Security Records (including visitor logs)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Motor Pool Vehicle Use Records

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Insurance Policies/Risk Management Records

Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Building Maintenance Work Orders
Disposition: Temporary Record. Retain 1 year.

Approval of Records Disposition Authority

By signing this agreement the Criminal Justice Information Center acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Criminal Justice Information Center will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the commission, for coordinating the transfer and destruction of records, for ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, for submitting an annual report on records management activities to the State Records Commission in July of each year, and for ensuring the regular implementation of the commission's approved RDA.
- Permanent records in the Criminal Justice Information Center's custody will be maintained under proper intellectual control, and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. In certain circumstances, the center may determine that a valid need exists to keep a record beyond its prescribed retention period. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The center should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the center chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.
- The Criminal Justice Information Center agrees to allow the State Records Commission, its staff, and the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the center and to inspect records destruction documentation. Government Records Division archivists are available to train the center staff in RDA implementation and otherwise assist the center in implementing its records

management program.

This records disposition authority is hereby adopted.

By: _____ Date: _____
Larry Wright, Director
Criminal Justice Information Center

By: _____ Date: _____
Edwin C. Bridges, Chairman
State Records Commission