Alabama General Schedule

Functional Analysis
&
Records Disposition Authority

Revision
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State Records Commission
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Introduction to the Alabama General Schedule

This General Records Schedule lists records commonly created by many state agencies, district attorneys' offices, colleges, and universities and should be used in conjunction with agency-specific Records Disposition Authorities. The Alabama General Schedule does not apply to legislative branch agencies.

Sections in the General Schedule include Managing the Agency; Managing Finances; Managing Human Resources; and Managing Properties, Facilities, and Resources.

The Records Disposition Authority (RDA) is a document that establishes disposition requirements by designating records as either temporary records, which may be destroyed after a specified retention period, or permanent records, which must be preserved in perpetuity. The RDA identifies state agency records that must be maintained permanently and provides legal authority to destroy temporary records.

RDAs indicate when temporary records are eligible for destruction, but agencies may opt to retain records for longer than the timeframe specified in the RDA. Reasons for delayed destruction of temporary records could include litigation, ongoing reference value, or the batching of destruction for cost efficiency.

General Schedule Subfunctions

A significant portion of agency work includes general administrative, financial, personnel, and facility management 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, publicizing and providing information, and managing records.

- **Managing Finances.** Activities include budgeting, purchasing, accounting, authorizing travel, contracting with companies or individuals, bidding for products and services, and assisting in the audit process.

- **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, workers' 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 investigating and disciplining.

- **Managing Properties, Facilities, and Resources.** Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; leasing or renting offices or facilities; providing security for property managed by the agency; insuring property; and assigning, inspecting, and maintaining agency property.

Permanent Records List
Alabama General Schedule

Managing the Agency

1. Certified Copies of Administrative Rules*
2. Policies and Procedures – Policies and Procedures Governing Core Functions and Services
3. Administrative Files – Administrative Files that Document Core Agency Functions and Decisions
4. Administrative Correspondence for Senior-Level Officials
5. Mission Statements
6. Directives
7. Speeches
8. Organizational Charts
9. Agency History Records
10. Administrative and Operational Planning Records – Significant Administrative, Operational, and Strategic Planning Records
11. Annual Reports
12. Special Reports
13. Periodic and Interim Reports – Periodic and Interim Reports (Not Adequately Represented in Annual Reports)
14. Representational Final Versions of Informational and Promotional Materials
15. Newsletters
16. Photographs – Selection of Representative Photographs (Including High-Quality and Published Photographs)
17. Audiovisual Recordings – Selection of Representative Audiovisual Recordings (Including Final and Edited Audiovisual Recordings)
18. Websites and Social Media Pages
19. Board Member Files – Biographical and Historical Information
20. Interagency Agreements, Memoranda of Understanding (MOUs), and Memoranda of Agreement (MOAs) – Significant Interagency Agreements, Memoranda of Understanding (MOUs), and Memoranda of Agreement (MOAs)
21. Task Force Records – Records that Document Task Forces' Purposes, Processes, and Findings
22. Legal Opinions and Opinion Requests – Formal Opinions*
23. Grant Records – Grant Project Final Reports and Publications

Managing Finances

1. Public College and University Permanent Financial Documentation*

Managing Human Resources

1. Representative Selection of Job Classifications and Pay Plans (For Agencies Not Hiring through the State Personnel Department)

Managing Properties, Facilities, and Resources

1. Real Property Ownership Records – Deeds*
2. Final and As-Built Construction Plans and Specifications for Historically Significant Structures
3. Historically Significant Summary Documentation of Major Disasters

*indicates records that the State Records Commission determined should be retained permanently and that ADAH anticipates will remain in the care and custody of the creating agency. All other permanent records are to be transmitted to the ADAH once they are no longer in active use by the agency.

General Schedule 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 § 41-13-5 and 41-13-20 through 21. It was compiled by the Archives Division, Alabama Department of Archives and History (ADAH), which serves as the Commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained by the Agency in carrying out their mandated functions and activities. It identifies records which must be maintained permanently and ultimately transferred to the ADAH; establishes retention periods for temporary records; and provides the legal authority for the Agency to implement destruction of eligible records. The Alabama General Schedule does not apply to legislative branch agencies.

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 may be made available to members of the public. Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, 36-12-4, and 41-5A-21). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the agency records manager or ADAH Archives Division at (334) 242-4452.

Explanation of Records Requirements

The RDA shall govern the disposition of all records, regardless of format, created by the agency from creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.

This RDA supersedes any previous records disposition schedules or RDAs governing the retention of the records created by the Agency. Copies of superseded schedules are no longer valid and may not be used for records disposition.

The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, 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.

Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. 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 agency 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, 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 social activities; (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions and lists the groups of records created and maintained as a result of activities and transactions performed in carrying out these subfunctions.

Managing the Agency

CERTIFIED COPIES OF ADMINISTRATIVE RULES. The Alabama Administrative Code is a compilation of the rules of all state agencies governed by the Alabama Administrative Procedures Act (Code of Alabama 1975 Title 41 Chapter 22). Pursuant to the Code of Alabama 1975 § 41-22-2, the Act applies to "[e]very state agency having express statutory authority to adopt rules," but all agencies "whose rules or administrative decisions are subject to approval by the Supreme Court of Alabama and the Department of Insurance of the State of Alabama are exempted from this chapter." Each agency covered by the Act may propose and adopt revisions to its administrative rules. According to the Code of Alabama 1975 § 41-22-6, "each agency shall have an officer designated as its secretary and shall file in the office of the secretary of the agency a certified copy of each rule adopted by it."
Disposition: PERMANENT RECORD. Retain in office.

Register of Administrative Rules. According to the Code of Alabama 1975 § 41-22-6 to § 41-22-7, agencies that are subject to the Act, must compile and maintain "an official register of rules which shall be compiled, indexed, published in loose-leaf leaf form, electronic form, or both, and kept up to date by the secretary of the agency." This "official register of rules" for each applicable state agency must be made available upon request to all persons.
Disposition: Temporary Record. Retain until superseded.

Administrative Rule Change Working Files. The Alabama Administrative Procedures Act details the steps which applicable agencies must follow when updating administrative rules. Under the Act, applicable agencies may produce working files in the course of the proposal, adoption, amendment, or repeal of administrative rules. Records in this series may include, but are not limited to, received public comments, economic impact statements, and business impact analyses.
Disposition: Temporary Record. Retain 1 year after adoption, amendment, repeal, or rejection of the rule.

Policies and Procedures.

a. **POLICIES AND PROCEDURES GOVERNING CORE FUNCTIONS AND SERVICES.** These records document agencies' roles in promulgating policies and procedures governing core operations and the implementation and interpretation of those policies.
   Disposition: PERMANENT RECORD.

b. **Policies and Procedures Concerning Support Operations.** The scope of this series includes materials documenting the financial, human resources, and facilities management activities which agencies perform, but which are not core to agencies' missions.
Disposition: Temporary Record. Retain until obsolete or superseded.

c. **Routine Administrative Procedures.** This series often includes highly technical or specialized work instructions and desk manuals that change frequently and document the intricacies of daily tasks.
Disposition: Temporary Record. Retain until obsolete or superseded.

Administrative Files. This series documents the administration of agencies' programs and services not covered by more specific records series.

a. **ADMINISTRATIVE FILES THAT DOCUMENT CORE AGENCY FUNCTIONS AND DECISIONS.** These records document the core activities, actions, and positions of agencies.
Disposition: PERMANENT RECORD.

Note: While agency heads, senior-level officials, and other key staff often maintain many types of records together as "Administrative Files," the Alabama Department of Archives and History (ADAH) recommends that the following permanent records be transmitted separately: "Policies and Procedures Governing Core Functions and Services," "Administrative Correspondence for Senior-Level Officials," "Mission Statements," "Directives," "Speeches," "Organizational Charts," "Agency History Records, "Significant Administrative and Operational Planning Records," "Annual Reports," "Special Reports," "Periodic and Interim Reports (Not Adequately Represented in Annual Reports)," and "Significant Task Force Records."

b. **Other Administrative Files.** The scope of this series includes materials documenting the financial, human resources, and facilities management activities which agencies perform. Records in this series also include items such as conference attendance records and vendor promotion materials.
Disposition: Temporary Record. Retain for useful life.

ADMINISTRATIVE CORRESPONDENCE FOR SENIOR-LEVEL OFFICIALS. This series consists of incoming and outgoing communications for administrative heads or senior-level officials that concern the coordination of programs and responsibilities that impact agencies or their divisions and that document the decision-making processes of agencies. The scope of this series includes, but is not limited to, communications with public officials and other stakeholders, legal and advisory correspondence, and memoranda.
Disposition: PERMANENT RECORD.

Routine Correspondence.
Disposition: Temporary Record. Retain 3 years.

Note: Correspondence on the core activities of agencies from senior-level officials falls within the scope of the permanent series "Administrative Correspondence for Senior-Level Officials."

MISSION STATEMENTS. This series documents the fundamental reason for the existence of agencies. Mission statements are brief, clear, and broad enough to allow flexibility in implementation and reflect the values, beliefs, philosophy, and culture of agencies.
Disposition: PERMANENT RECORD.

DIRECTIVES. This series documents the issuance of directives and orders outlining policies and guidelines to lower levels of authority within agencies.
Disposition: PERMANENT RECORD.

SPEECHES. This series includes texts and recordings of speeches by administrative heads or senior officials at functions on behalf of their respective agencies. The speeches may apply to issues related to public policies, procedural changes, or other issues related to the agency administration.
Disposition: PERMANENT RECORD.

ORGANIZATIONAL CHARTS. This series documents the organizational structure of agencies, generally reflects all administrative units within agencies, and sometimes identifies position titles.
Disposition: PERMANENT RECORD.

AGENCY HISTORY RECORDS. These records document the history or development of an agency or programs within an agency and includes, but is not limited to, narratives, summaries, and oral histories.
Disposition: PERMANENT RECORD.

Administrative and Operational Planning Records. This series documents comprehensive plans for the administration, operation, or reorganization of agencies or their subdivisions.

a. **SIGNIFICANT ADMINISTRATIVE, OPERATIONAL, AND STRATEGIC PLANNING RECORDS.** The scope of this series includes, but is not limited to, significant documentation related to strategic planning; needs assessments; substantive background documentation; program creation, development, and evaluation; and reorganization or restructuring.
   Disposition: PERMANENT RECORD.

b. **Other Administrative and Operational Planning Records.**
   Disposition: Temporary Record. Retain for useful life.

ANNUAL REPORTS. These reports created by agencies document their critical functions, provide comprehensive overviews and information about operations, describe activities, and highlight accomplishments. Some agencies must submit annual reports to the Governor or the Legislature by statute. Where no agency annual report exists, or where the agency annual report

does not contain the same substantive information on the activities of an agency, then division or program annual reports should also be retained.
Disposition: PERMANENT RECORD.

SPECIAL REPORTS. These reports created by agencies pertain to a specific topic or subject area. Special reports may be prepared on an irregular schedule, often extend beyond routine reporting, and provide a critical source of information on a particular issue.
Disposition: PERMANENT RECORD.

Periodic and Interim Reports. These reports created by agencies document their activities and may be prepared at standard intervals, such as monthly or quarterly; at irregular intervals; or in ad hoc capacities.

a. **PERIODIC AND INTERIM REPORTS (NOT ADEQUATELY REPRESENTED IN ANNUAL REPORTS).** These reports contain substantive information not adequately represented in agency annual reports.
   Disposition: PERMANENT RECORD.

b. **Periodic and Interim Reports (Adequately Represented in Annual Reports).**
   Disposition: Temporary Record. Retain for useful life.

REPRESENTATIONAL FINAL VERSIONS OF INFORMATIONAL AND PROMOTIONAL MATERIALS. These records are created to build public awareness about a variety of issues and related activities. Examples of these records include, but are not limited to, press releases and brochures. The publications document the activities of state agencies and how they view these activities.
Disposition: PERMANENT RECORD.

Informational and Promotional Working Files.
Disposition: Temporary Record. Retain for useful life.

NEWSLETTERS. Agencies may publish newsletters which provide recipients with information regarding their activities; highlights of agency projects and programs; news and announcements; and upcoming events. These publications document the agencies' outreach to key stakeholders and the public.
Disposition: PERMANENT RECORD.

Photographs. This series includes photographs taken for agencies by staff, volunteers, or contractors and the supporting documentation for those photographs. Photographs taken are often voluminous and repetitive and may be for informational or promotional use or may serve internal, external, or reference purposes.

a. **SELECTION OF REPRESENTATIVE PHOTOGRAPHS (INCLUDING HIGH-QUALITY AND PUBLISHED PHOTOGRAPHS).** Selections of agencies' representative photographs annually provides visual documentation of agencies' activities, operations, programs, and functions. The scope of this series includes, but is

not limited to, high-quality photographs that may be published in informational or promotional materials.
Disposition: PERMANENT RECORD.

Records Management Recommendation: The Alabama Department of Archives and History recommends that agencies identify and separate representative selections of their photographs on an annual basis.

b. **Photographs Outside of a Representative Selection**. This series includes all photographs outside of a representative selection, including duplicative and poor photographs.
Disposition: Temporary Record. Retain for useful life.

c. **Copyright and Reproduction Records for Photographs**. This series includes, but is not limited to, use agreements, release forms, service request forms, and requests for permission to reproduce or publish photographs. These records are to be retained for the life of the photograph and may be permanent if related to photographs with a permanent retention.
Disposition: Retain for the life of the photograph.

Audiovisual Recordings. This series includes audio and video recordings taken by agency staff, volunteers, or contractors, and the supporting documentation for those audiovisual recordings. Audiovisual recordings taken of or by agencies may consume a large amount of storage space. Audiovisual recordings may be taken for informational or promotional use or may serve internal, external, or reference purposes.

a. **SELECTION OF REPRESENTATIVE AUDIOVISUAL RECORDINGS (INCLUDING FINAL AND EDITED AUDIOVISUAL RECORDINGS).** A selection of agencies' representative audiovisual recordings annually provides visual documentation of agencies' activities, operations, programs, and functions. The scope of this series includes final and edited audiovisual recordings.
Disposition: PERMANENT RECORD.

Records Management Recommendation: The Alabama Department of Archives and History recommends that agencies identify and separate representative selections of their audiovisual recordings on an annual basis.

b. **Audiovisual Recordings Outside of a Representative Selection.** This series includes audiovisual recordings outside of a representative selection and may also include stock and unedited audiovisual recordings where a final version exists.
Disposition: Temporary Record. Retain for useful life.

c. **Copyright and Reproduction Records for Audiovisual Recordings.** This series includes, but is not limited to, use agreements, release forms, service request forms, and requests for permission to reproduce or publish audiovisual recordings. These records

should be retained for the life of the audiovisual recording and may be permanent if related to an audiovisual recording with a permanent retention.
Disposition: Retain for the life of the recording.

WEBSITES AND SOCIAL MEDIA PAGES. Agencies may maintain websites or social media pages to communicate and share information with their stakeholders.
Disposition: PERMANENT RECORD.

Note: Website and social media page snapshots are intended to capture the overall aesthetic of agency communications, not specific uploaded documents. Permanent records, such as annual reports and publications, hosted on websites and social media pages should, therefore, also be preserved in a separate location.

Note: ADAH staff capture and preserve snapshots of agencies' websites and selected social media pages via a service offered by the Internet Archive [Archive It]. Any content behind password protection or login would not be captured by the ADAH. Check with the ADAH website at www.archive-it.org/organizations/62 to ensure your agency website(s) and social media page(s) are captured and preserved. If your agency's website(s) and social media page(s) are not captured by the service, please contact the Archives Division at 334-242-4452 to have them included.

Board Member Files. The scope of this series encompasses membership files for boards, commissions, authorities, corporations, committees, task forces, and other deliberative bodies.

a. **BIOGRAPHICAL AND HISTORICAL INFORMATION.** These records include biographical descriptions and other historical data related to agencies' board members.
Disposition: PERMANENT RECORD.

b. **Board Appointment Letters.**
Disposition: Temporary Record. Retain 1 year after audit after the term expires.

c. **Other Files about Board Members.**
Disposition: Temporary Record. Retain for useful life.

Note: "Meeting Minutes, Agendas, and Packets" are permanent and can be found in agency-specific Records Disposition Authorities.

Bonds and Oaths of Office. These records comprise official bonds and oaths required of certain state officials. Information in these records may include, but is not limited to, names and signatures of officials, effective dates, amounts of bonds, offices filled, power of attorney statements, and insurance policies.
Disposition: Temporary Record. Retain 2 years following the audit period in which the term of office expires.

Note: In their official recordkeeping capacities on behalf of the state, the Alabama Secretary of State's Office maintains bonds and oaths of office for 30 years, and County Probate Offices maintain them permanently.

Agency Contracts and Related Records. Agencies may enter into contracts or other binding agreements for the purposes of securing goods, services, and property. The scope of this series encompasses not only contracts that may be independently coordinated by agencies, but also agency copies of contracts which have been filed elsewhere, such as with the Department of Finance. Related records, such as disclosure statements provided pursuant to Alabama Act 2025-35, codified in the Code of Alabama 1975 § 41-16-80, *et seq*., also fall within the scope of this series.

a. **Contracts Under Seal and Related Files.** Contracts under seal are formal agreements that do not require the element of consideration (the exchange of items of value between the parties) to be considered enforceable. This relatively uncommon type of contract is valid due to its format, not due to its inclusion of the three elements generally required to make a contract valid: an offer, acceptance, and consideration.
Disposition: Temporary Record. Retain 10 years from the beginning of the contract, 6 years after expiration or termination of the contract, or 1 year after audit, whichever is longest.

b. **Contracts Not Under Seal and Related Files.** These contracts must possess three key elements to be considered valid: an offer, acceptance, and consideration (the exchange of items of value between the parties).
Disposition: Temporary Record. Retain 6 years after expiration or termination of the contract, or 1 year after audit, whichever is longer.

Interagency Agreements, Memoranda of Understanding (MOUs), and Memoranda of Agreement (MOAs) . Agencies may enter into interagency agreements, memoranda of understanding (MOUs), and memoranda of agreement (MOAs) with other entities, such as federal, state, and local government agencies, to facilitate the fulfillment of their respective responsibilities.

a. **SIGNIFICANT INTERAGENCY AGREEMENTS, MEMORANDA OF UNDERSTANDING (MOUs), AND MEMORANDA OF AGREEMENT (MOAs).**
Disposition: PERMANENT RECORD.

b. **Other Interagency Agreements, Memoranda of Understanding (MOUs), and Memoranda of Agreement (MOAs).**
Disposition: Temporary Record. Retain 6 years after expiration or termination of the agreement, or 1 year after audit, whichever is longer.

Immigration Status Verifications for Contracts, Grants, or Incentives. These records document enforcement of Alabama Act 2012-491, also known as the Beason-Hammon Act. Records in this series may consist of affidavits, certificates of compliance, and E-Verify

Memoranda of Understanding (MOUs) stipulating that entities doing business with the State of Alabama do not knowingly employ unauthorized immigrants.
Disposition: Temporary Record. Retain 6 years after expiration or termination of the contract, grant, or incentive, or 1 year after audit, whichever is longer.

Note: For agencies that incorporate immigration status verifications into the language of their contracts and agreements, the appropriate contract or agreement retention schedule applies, if it is longer.

Legislative Files (proposed agency-sponsored legislation, tracking files and records).
Disposition: Temporary Record. Retain for useful life.

Sunset Review Committee Records.
Disposition: Retain until the completion of subsequent sunset review.

Task Force Records. This series documents the work of special-purpose task forces to address issues through interagency collaboration; additionally, internal task forces, established by committees or managers to address issues related to agency functions, also fall within the scope of this series.

a. **RECORDS THAT DOCUMENT TASK FORCES' PURPOSES, PROCESSES, AND FINDINGS.** The scope of this series includes, but is not limited to, the original charges, substantive correspondence, and deliverables such as final reports.
Disposition: PERMANENT RECORD.

b. **All Other Task Force Records.**
Disposition: Temporary Record. Retain 3 years.

Calendars and Other Scheduling Records. Agency personnel may use calendars or other scheduling records to organize time, schedule events or appointments, and coordinate their workflows. Records in this series include, but are not limited to, analog and digital calendars, appointment books, and planners.

a. **Calendars and Other Scheduling Records of Executive-Branch Agency Heads.**
Disposition: Temporary Record. Retain 4 years.

b. **Calendars and Other Scheduling Records of All Other Staff.**
Disposition: Temporary Record. Retain for useful life.

Note: Calendars and scheduling records of the Governor and Lieutenant Governor have been designated as permanent records in their agency-specific RDAs.

Contact Lists. Records in this series may include, but are not limited to, mailing lists, email listservs, directory listings, and other distribution files containing contact information. Typical data elements may include names, phone numbers, fax numbers, email addresses, job titles, and

mailing addresses. These records may pertain to clients, patrons, stakeholders, subscribers, agency staff, vendors, service providers, or other relevant groups.
Disposition: Temporary Record. Retain for useful life.

Mail Tracking Records. This series encompasses records relating to certified mail, registered mail, or mail return receipts ("green cards"). It may include, but is not limited to, proofs of purchase, documentation of shipping insurance, and proofs of delivery.
Disposition: Temporary Record. Retain for useful life.

Note: In instances where proof of mailing or delivery is required for administrative, legal, financial, or collections reasons, records should be retained until resolution of the matter, including any appeal time.

Note: For some agencies, mail tracking records may be addressed in agency-specific schedules. In such instances, employees should adhere to retention requirements contained within agency-specific RDAs.

Undeliverable/Returned Correspondence. This series includes correspondence or communications which (1) are returned to the sender for any reason, including insufficient postage, incorrect address, forwarding order expired, etc., or abandoned at a mail or document pickup station by a defunct addressee and (2) do not require follow-up or retention for other documentary purposes.
Disposition: Temporary Record. Retain for useful life.

Note: This series does not include responses solicited and received. Additionally, returned correspondence requiring follow-up or which is specifically addressed in other series may have differing or longer retentions.

Records Management Documentation.

a. **Records documenting the implementation of approved RDAs.** These records may include, but are not limited to, copies of transmittal forms to the Alabama Department of Archives and History or State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission.
   Disposition: Temporary Record. Retain 10 years.

b. **Signed Copies of Approved RDAs.**
   Disposition: Temporary Record. Retain until superseded.

c. **File listings, records management plans, and other records documenting implementation of approved RDAs.**
   Disposition: Temporary Record. Retain for useful life.

   Note: This documentation primarily serves an internal purpose and should be transferred to the records custodian's successor.

Open Records Requests and Related Documentation. The Code of Alabama 1975 § 36-12-40, *et seq.*, empowers citizens to inspect and copy government records and outlines the general statutory process by which the public may request records from most state agencies. Executive Order 734 creates a process by which the public may request records from executive branch agencies that are not governed by the process outlined by Code of Alabama 1975 § 36-12-43 through § 36-12-45. Records within this series may include, but are not limited to, requests for records or information, correspondence, documentation of fees paid, and agency responses. Disposition: Temporary Record. Retain 3 years, or 1 year after audit, whichever is longer.

Note: Records requests which result in litigation should be transferred to legal case files and retained in compliance with agency-specific RDAs.

Note: The Code of Alabama 1975 § 36-12-40(b) exempts "the judicial branch of state government and any office identified in Article VI of the Constitution of Alabama of 2022… from the requirements of Sections 36-12-43 through 36-12-45." Most of these exempted agencies are in the judicial branch of government, but some are in the executive branch. For the executive branch of government agencies, not governed by the process outlined in § 36-12-43 through § 36-12-45, Executive Order 734 would control the process for those executive branch agencies.

Legal Opinions and Opinion Requests. These records document the agency's requests for legal or ethical interpretation or clarification, as well as responses from the Attorney General's Office or special counsel. Copies of opinions received from other agencies including, but not limited to, the Ethics Commission, the Securities Commission, and the State Bar, also fall within the scope of this series. Materials pertaining to legal case files should be retained in compliance with agency-specific RDAs.

Note: This record series is for agencies receiving opinions from the Attorney General's Office, Ethics Commission, Securities Commission, State Bar, or some other external counsel. The Attorney General's Office and other agencies that issue formal opinions will continue to use their agency-specific RDAs to guide the retention and disposition of associated records.

a. **Formal Opinions.** These records consist of written legal or ethical opinions establishing policy or precedent and answering questions involving legal interpretation of law in relation to the agency's function, responsibilities, and authority.
   Disposition: PERMANENT RECORD. Retain in office.

   Note: Opinions of the Attorney General's Office, Ethics Commission, Securities Commission, and State Bar have been designated as permanent records in their respective RDAs and, therefore, need not also be retained by requesting agencies.

b. **Informational Opinions and Advisory Correspondence.** This series includes, but is not limited to, informal interpretations, explanatory letters, or correspondence in which no formal opinion is issued. These records may include letters from the Attorney General's Office or the Ethics Commission that decline to issue an opinion, request additional documentation or clarification, or seek resolutions from relevant boards, commissions, or legislative bodies to support a request for an opinion.
Disposition: Temporary Record. Retain 6 years after creation.

c. **Agency Research and Working Files.** This series includes, but is not limited to, the research, background documentation, internal analysis, and materials provided by the agency during the opinion process.
Disposition: Temporary Record. Retain 3 years after creation.

Internal Audits. Internal audits include, but are not limited to, process, compliance, and information system audits.
Disposition: Temporary Record. Retain 7 years after completion of audit.

Grant Records. Agencies may apply for and receive grant funding from state, federal, or nongovernment sources. The scope of this series encompasses records of grants, funded and unfunded, which agencies solicit, issue, or otherwise administer.

Note: Records and data associated with grants may be separately specified in grant terms and conditions, including special terms and conditions. Records should be maintained for the timeframe specified in any applicable terms and conditions.

a. **GRANT PROJECT FINAL REPORTS AND PUBLICATIONS.** Agencies may be required to submit final reports or publications at the conclusion of grant-funded activities.
Disposition: PERMANENT RECORD.

b. **Successful Grant Applications, Financial Records, and Associated Supporting Documentation.** These records document routine grant activities and compliance with grant program requirements. Documents falling within the scope of this subseries may include, but are not limited to, applications, background materials, award letters, correspondence, interim reports, modification requests, financial reports, and other financial documentation.
Disposition: Temporary Record. Retain 6 years after conclusion of the grant, or 1 year after audit, whichever is longer.

c. **Unsuccessful Grant Applications and Associated Supporting Documentation.**
Disposition: Temporary Record. Retain 1 year.

d. **Data Management Plans.** Some grants require the submission of a data management plan in order to receive funding. Data management plans may include such information as the type of data being collected; whether data is restricted or openly accessible;

metadata standards being used; and the policies for sharing, storing, archiving, and preserving data so that it remains accessible over time.
Disposition: Retain for the life of the data.

e. **Research Data and Findings Collected Pursuant to Data Management Plans.**
Disposition: Retain as specified by the data management plan.

Note: Even if no data management plan exists or if the data management plan does not specify retention, research data should be retained in sufficient detail and for an adequate period to enable appropriate responses to questions about accuracy, authenticity, and primacy of the data, and compliance with laws and regulations governing the conduct of research.

Managing Finances

Budgeting Records. These records include, but are not limited to, budget development files, budget requests, operations plans, quarterly performance reports, appropriation and allotment revisions, and supporting documentation.
Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Routine Accounting Records. These are records of original entry or other routine accounting transactions including, but not limited to, journals, check registers, ledgers, bank statements, deposit slips, canceled checks, point-of-sale receipts and reports, and supporting documentation.
Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Note: Data in the State of Alabama Accounting and Resource System (STAARS) is owned jointly by state agencies and the Department of Finance and administered by the Department of Finance's State Business Systems (SBS) Division. Records housed within STAARS are maintained for seven years in accordance with the Department of Finance's RDA.

Procurement Records. Records within this series include, but are not limited to, requisitions, receipts, invoices, purchase orders, and payment authorizations for goods and services.
Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Bid Files. These records include, but not are limited to, invitations to bid, requests for proposals, all solicitation responses, contracts, master agreements, terminations, and related files.
Disposition: Temporary Record. Retain 7 years after the end of the contract.

Travel Records. These records document requests, authorizations, and reimbursement records for travel, lodgings, and meals. Supplementary documentation, such as itineraries and travel receipts, also fall within the scope of this series.
Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Ad Hoc Financial Reports. The scope of this record series includes miscellaneous, nonstandard financial reports created for operational purposes.
Disposition: Temporary Record. Retain for useful life.

PUBLIC COLLEGE AND UNIVERSITY PERMANENT FINANCIAL DOCUMENTATION. These records are financial documentation that public colleges and universities must maintain in perpetuity to document institutional financial conditions. Records falling within the scope of this series include, but are not limited to, tuition and fee schedules, official final budgets, annual endowment fund reports, charts of accounts, general ledgers, and annual financial statements.
Disposition: PERMANENT RECORD. Retain in office.

Agency Copies of Audit Reports. Agencies may receive copies of audit reports created by the Examiners of Public Accounts or equivalent auditing entities.
Disposition: Temporary Record. Retain until the completion and release of two successive audit reports.

Debt Collection Records. This series includes records that document an agency's efforts to collect unpaid accounts and that fall outside the scope of routine accounting records.
Disposition: Temporary Record. Retain 6 years after account paid in full or deemed uncollectible.

Board of Adjustment Files. These materials relate to an agency's involvement in Board of Adjustment proceedings, and include, but are not limited to, claims, supporting documentation, findings, decisions, and final orders issued by the Board.
Disposition: Temporary Record. Retain 3 years after final disposition of claim.

Tax Returns, Forms, and Related Files. These records are local, state, and federal tax information generated by an employer and may include, but are not limited to, documentation such as Forms W-2, W-3, 1094, 1095, 1098, and 1099 and other reports. Agencies may furnish this information to a local, state, or federal government agency, such as the Internal Revenue Service (IRS), or other parties to the transactions.
Disposition: Temporary Record. Retain 7 years after the record was created.

Sales Tax Exemption Documentation. Government agencies are legally exempted from paying sales tax per the Code of Alabama 1975 § 40-23-49. The Alabama Department of Revenue may provide proof of sales-tax-exempt status on request.
Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the record was created.

Investment Files. Some agencies may buy, sell, and report on investments including, but not limited to, bonds, equities, mutual funds, real estate, and securities. Original investment files may remain in the custody of third-party investment companies.

a. **Records documenting proof of purchase of investments.**
Disposition: Temporary Record. Retain 7 years after liquidation of agreement.

b. **Investment management records and reports.** These records document the selection, procurement, contribution, transaction, and distribution of investments. Records within the scope of this series may include, but are not limited to, selection criteria, prospectus, research working materials, periodic statements, correspondence, projections, end-of-year summary account statements, and annual or other periodic reports.
Disposition: Temporary Record. Retain 7 years after the record was created.

Note: For donation and endowment records, see the corresponding agency-specific Records Disposition Authority (RDA).

Managing Human Resources

Job Recruitment Materials. These records document efforts to advertise positions and attract qualified personnel.
Disposition: Temporary Record. Retain 3 years.

Job Application Materials. These records document applications for employment, including both merit and non-merit positions.

a. **Successful applications and appointment letters.**
Disposition: Transfer to employee personnel file.

b. **Successful applicants' supplementary documentation.** Materials in this series may include, but are not limited to, cover letters, resumes, transcripts, pre-employment drug testing results, and letters of recommendation.
Disposition: Temporary Record. Retain 3 years.

c. **Unsuccessful applications and supplementary documentation.** These records document unsuccessful, unsolicited, and incomplete applications. Materials in this series may include, but are not limited to, cover letters, resumes, state applications, transcripts, pre-employment drug testing results, and letters of recommendation.
Disposition: Temporary Record. Retain 3 years.

I-9 and E-Verify Forms. This record series consists of information used by employers to verify the identity and employment authorization of individuals being hired.[1]
Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

[1] This retention encompasses both the audit requirements of the Examiners of Public Accounts and federal regulations.

Background Checks.
Disposition: Temporary Record. Retain 5 years.

Employee and Emergency Contact Information.
Disposition: Temporary Record. Retain until superseded or separation of the employee.

Agency Copies of Personnel Registers, Certifications, and Related Files. Agencies may receive copies of documents created and maintained by the State Personnel Department during the hiring process. For instance, the State Personnel Department may provide a copy of the certification (also called the certificate of eligibles), a list of the top applicants on the employment register at a given time; or a position allocation report, an overview of which job classifications are allocated to the department and whether they are vacant or filled.
Disposition: Temporary Record. Retain 1 year.

Note: For agencies that hire through the State Personnel Department, the official versions of employment registers and certifications are maintained by the State Personnel Department; however, the State Personnel Department recommends that certificates of eligibles also be retained in the agency's employee personnel file.

REPRESENTATIVE SELECTION OF JOB CLASSIFICATIONS AND PAY PLANS (FOR AGENCIES NOT HIRING THROUGH THE STATE PERSONNEL DEPARTMENT).
Disposition: PERMANENT RECORD.

Note: For agencies that hire through the State Personnel Department, the official versions of state classifications and pay plans are maintained permanently by that department.

Employee Personnel Files. Information in employee personnel files may include copies of state applications, appointment letters, and records concerning personnel action changes, such as hiring, termination, retirement, and resignation. The scope of the series also includes personnel files for contracted workers (contractors) and paid interns.

a. **Official Agency Employee Personnel Files.**
   Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

b. **Public College and University Personnel Files.**
   Disposition: Temporary Record. Retain 20 years after separation of the employee from the institution.

c. **Department, Division, or Field Office Employee Personnel Files.**
   Disposition: Temporary Record. Retain 1 year after separation of the employee from the department, division, or field office.

Employee-Specific Position Classification Questionnaires. The State Personnel Department recommends, but does not require, that state agencies maintain Position Classification Questionnaires (also called PCQs or Form 40s) for each employee at the agency level. These forms document responsibilities assigned to individual employees, which may vary between employees with the same job title.
Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

Job-Specific Position Classification Questionnaires. Some state agencies create a single Position Classification Questionnaire (also called a PCQ or Form 40) for each employee classification under their purview. These forms document responsibilities carried out by groups of employees with the same classification.
Disposition: Temporary Record. Retain until superseded or until position is abolished.

Employee Performance Appraisals. These records document the evaluation of employee job performance. Records in this series may include, but are not limited to, pre-appraisals, mid-appraisals, and agency copies of annual appraisals.
Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

Employee Payroll Deduction Authorizations. These records document voluntary and involuntary payroll deduction authorizations by the employee, by a court, or by other entities. These deductions could include, but are not limited to, deferred compensation, charitable contributions, garnishments, and tax withholding (as documented by W-4 forms). The scope of this series includes records related to the commencement, modification, or termination of deductions.
Disposition: Temporary Record. Retain 4 years after termination of the deduction.

Employee Payroll Records.

a. **Payroll records essential to calculating retirement.** Records within this series are necessary to ensure proper payment of employees' retirement benefits and may include, but are not limited to, pay rates, total compensation, and hours worked. The subseries encompasses payroll records of employees who currently qualify for retirement benefits, as well as payroll records of employees who may qualify for retirement benefits in the future. The scope of this series applies to equivalent payroll systems, but not records that are already captured within the Government Human Resources System (GHRS) or Human Resources Management (HRM).
   Disposition: Temporary Record. Retain 75 years, or 4 years after retirement, whichever is shorter.

   <u>Note:</u> Data in GHRS and HRM is owned and administered jointly by the Department of Finance and the State Personnel Department. Records housed within GHRS and HRM are maintained in accordance with the Department of Finance's RDA.

b. **All other payroll records.** This series encompasses records generated in the course of running payroll, but which are not necessary to calculate employee retirement benefits. Disposition: Temporary Record. Retain 7 years.

Complaints Against Employees. This record series consists of complaints against individual employees made by members of the public or other employees. The scope of this series encompasses complaints that do not result in formal disciplinary action, which instead fall within the scope of "Employee Disciplinary Records."
Disposition: Temporary Record. Retain 3 years.

Employee Disciplinary Records. This record series documents disciplinary actions against an employee. Records in this series may include, but are not limited to, complaints against the employee leading to disciplinary action, written warnings, reprimands, documentation, statements by the employee, action plans, requests for mandatory leave, administrative hearing files, and appeals.
Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

Records Documenting Formal Grievances. This record series documents agency proceedings in the settlement of disputes within an agency. Grievances that result in employee disciplinary actions should be retained in accordance with "Employee Disciplinary Records."
Disposition: Temporary Record. Retain 6 years after resolution.

Work Schedule Records. This record series documents employees' daily and weekly work schedules, as well as shift assignments. Scheduling records for volunteers and interns also fall within the scope of this series.
Disposition: Temporary Record. Retain 1 year.

Activity Reports. These records document work and duty assignments, as well as employee activity reports submitted on a periodic basis (such as weekly, monthly, or quarterly). Reports prepared by supervisors that document employee activities also fall within the scope of this series.
Disposition: Temporary Record. Retain 1 year.

Employee Leave and Attendance Records. These records document hours worked (including overtime), leave earned, leave requested, and leave taken by employees and often take the form of time sheets. The scope of this series also includes records related to other types of leave including, but not limited to, mandatory military service, Leave Without Pay (LWOP), donated leave, and jury duty. Records documenting the Family Medical Leave Act (FMLA) program do not fall within the scope of this series.
Disposition: Temporary Record. Retain 1 year after audit.

Family Medical Leave Act (FMLA) Records. These records document the agency's compliance with the provisions of the Family Medical Leave Act (FMLA). Records in this series may include, but are not limited to, employee requests to take leave, medical documentation, correspondence, and records pertaining to re-certification or extension of leave time.
Disposition: Temporary Record. Retain 3 years (29 CFR § 825.500).

Records of Final Leave Status. These files document employees' final leave balances at the times of their separations from the agency. Information captured within this series may include, but is not limited to, final balances of annual, sick, and excess leave.
Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

Exit Interview Records.
Disposition: Temporary Record. Retain 2 years.

Volunteer Service Files. These files may include applications, medical release forms, and signed volunteer policies and procedures. Information captured in the files includes, but is not limited to, the volunteer's name, contact information, assignment(s), and years of service.
Disposition: Temporary Record. Retain 2 years after the volunteer becomes inactive.

Agency Copies of State Employee Insurance Board (SEIB) Enrollments and Change Forms.
Disposition: Temporary Record. Retain for useful life.

Note: The official versions of State Employee Insurance Board (SEIB) enrollments and change forms are sent to and maintained by SEIB.

Agency Copies of Employee Flexible Benefits Plan Files.
Disposition: Temporary Record. Retain for useful life.

Equal Employment Opportunity Commission (EEOC) Compliance Records. These records document charges of discrimination filed against an agency, statements of position, notices from the federal U.S. Equal Employment Opportunity Commission, all other filings and attachments related to EEOC complaints or allegations, and reports classifying employees by race and gender as provided by federal EEOC rules.
Disposition: Temporary Record. Retain 3 years.

Unemployment Compensation Reports. State agencies must submit employee wage and tax reports to the Alabama Department of Workforce on a quarterly basis, which are used to determine unemployment tax rates and to calculate how much unemployment compensation should be paid to individual claimants.
Disposition: Temporary Record. Retain 7 years.

Unemployment Tax Payment Records. State agencies must pay taxes into the Unemployment Compensation Trust Fund on a quarterly basis.
Disposition: Temporary Record. Retain 7 years.

Unemployment Claim Response Records. The Alabama Department of Workforce provides written notice to the former employer when an unemployment compensation claim has been filed. The employer must then provide additional information about the individual's separation.
Disposition: Temporary Record. Retain 7 years.

Employee Professional Development Records. These records include documentation of an employee's training, professional development, or continuing education completed and submitted during employment. They may include, but are not limited to, certifications, transcripts, test scores, course descriptions, attendance verifications, and training or conference agendas.

a. **Records required for hiring, promotion, or continuing employment.**
   Disposition: Temporary Record. Retain 7 years after separation of the employee from the agency.

b. **All other professional development records.**
   Disposition: Temporary Record. Retain 3 years.

Reports of Individuals Required to File Statements of Economic Interest. These records consist of reports submitted to the Alabama Ethics Commission that list the names of individuals required to file Statements of Economic Interest.
Disposition: Temporary Record. Retain 4 years.

Agency Copies of Affordable Care Act (ACA) Compliance Files. These records encompass the documentation submitted to the federal government to demonstrate compliance with the Affordable Care Act.
Disposition: Temporary Record. Retain 3 years after submission.

Workers' Compensation Records. These records document state agency activities pertaining to State Employee Injury Compensation Trust Fund (SEICTF) or other public liability insurance claims. Records in this series may include first report of injury forms, accident employee statements, worker accommodations stemming from injuries, work-related injury time-off requests, documentation related to election of benefits, and related files. As of 2026, the Department of Finance's Division of Risk Management (DORM) manages workers' compensation claims for many state agencies, but the scope of this series also encompasses workers' compensation records for self-insured agencies.
Disposition: Temporary Record. Retain 12 years.

Americans with Disabilities Act (ADA) Accommodation Documentation. These records document requests for and provision of reasonable accommodations in accordance with the Americans with Disabilities Act (ADA). Records within this series may include, but are not limited to, employee requests, supporting medical documentation, correspondence, work plans, and related files.
Disposition: Temporary Record. Retain 2 years after the accommodation ends or request is denied.

Note: If the employee is terminated, retain records 2 years after termination of the employee (29 CFR § 1602.14).

Exposure to Hazardous Substances Compliance Files. These records document the agency's compliance with regulations promulgated by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) and/or the U.S. Environmental Protection Agency (EPA). See 29 CFR § 1910 and 40 CFR § 311.

a. **Hazardous substance exposure records.** Records in this series may include, but are not limited to, the following documents: employee exposure to hazardous substances records; summaries of background data relevant to environmental monitoring and measuring activities; and analyses using exposure or medical records.
Disposition: Temporary Record. Retain for the duration of employment plus 30 years (29 CFR § 1910.1020[d][1][ii] and 40 CFR § 311.1).

b. **Workplace safety training and risk reduction records.** Records in this series may include, but are not limited to, the following documents: written certifications of hazard assessments, written certifications documenting the provision of personal protective equipment (PPE), and certifications that the employees understood the PPE training.
Disposition: Temporary Record. Retain for the duration of employment (29 CFR § 1910.132 and 40 CFR § 311.1).

c. **Bloodborne pathogen immunization records**. Bloodborne pathogens include, but are not limited to, hepatitis B, hepatitis C, and human immunodeficiency virus (HIV). Records falling within this series concern employees' vaccination against bloodborne pathogens, such as copies of vaccination status, records and dates of vaccinations, written certifications of vaccination, and vaccine declinations, among other records.
Disposition: Temporary Record. Retain for the duration of employment plus 30 years (29 CFR 1910.1020 [d][1][i] and 29 CFR 1910.1030 [h][1][iv]).

Drug or Alcohol Testing Records. These records document drug or alcohol testing performed on employees in accordance with the federal Drug-Free Workplace Act (41 U.S. Code 81), Alabama's drug-free workplace program law (Code of Alabama 1975 Title 25 Article 13), or internal policies and procedures adopted by the agency.

a. **Records related to positive tests or refusals.** These records may include positive test results, refusals to be tested, follow-up test results, scheduling records for follow-up tests, and federally required reports.
   Disposition: Temporary Record. Retain 5 years (49 CFR § 40.333).

b. **Information obtained from previous employers concerning drug and alcohol test results of employees.**
   Disposition: Temporary Record. Retain 3 years (49 CFR § 40.333).

c. **Negative and cancelled test results and all other records.**
   Disposition: Temporary Record. Retain 1 year (49 CFR § 40.333).

Employee Medical Records Not Otherwise Described. These records include employee health documentation maintained by the agency in its capacity as an employer and not described elsewhere. Records may include, but are not limited to, pre-employment physicals, physician records of examination, immunization records, diagnostic records, laboratory test results, or medical excuses for absenteeism or tardiness from a physician. Falling outside the scope of this series are records documenting agency compliance with the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), drug or alcohol testing programs, and applicable Occupational Safety and Health Administration (OSHA) and/or Environmental Protection Agency (EPA) regulations.
Disposition: Temporary Record. Retain 3 years.

Note: Employee medical records should be maintained in a separate file from the agency's employee personnel file.

Managing Properties, Facilities, and Resources

Agency Property Inventory Records. These records document property inventories of items within an agency's custody, such as non-consumable personal property and IT equipment. These records include, but are not limited to, agency copies of transfer of state property forms (SD-1), property inventory lists, property inventory affidavits, documentation on the loss or disposition of property, and related materials.
Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Property Usage Authorization, Assignment, and Custody Records. This series documents employees' ongoing use of state assets, which could include vehicles, vessels, heavy machinery, and information technology equipment (such as laptops). The scope of this series includes records such as receipts of responsibility for property.
Disposition: Temporary Record. Retain 1 year after authorization, assignment, or access ends.

Life Safety Systems and Equipment Inspection and Maintenance Records. These records document the regular inspection, maintenance, and repair of systems for emergency medical response and other life safety equipment, in accordance with federal and state fire and building codes. Equipment falling within the scope of this series includes, but is not limited to, elevators, boilers, hot water heaters, sprinklers and other fire suppression systems, defibrillators, handrails, guard rails, carbon monoxide detectors, emergency lighting, and smoke removal fans for building stairwells. Records within this series may include, but are not limited to, reports and supporting documentation, violation records, maintenance records, related correspondence, and equipment registration records.

a. **Inspection and Maintenance Records for Major Life Safety Systems.** Records related to major life safety systems, such as elevators and boilers, are important for ensuring that new facility managers have the necessary contextual information and for justifying the cost of upgrading systems.
   Disposition: Temporary Record. Retain for the life of the system components.

b. **Inspection and Maintenance Records for Other Life Safety Systems.**
   Disposition: Temporary Record. Retain 10 years.

Fire Extinguisher and Fire Alarm Inspection Records. These records document the regular inspection, maintenance, and repair of fire extinguishers and fire alarms.
Disposition: Temporary Record. Retain 2 years.

Building Inspection and Maintenance Records. These records document the required inspection, maintenance, and repair of state-owned or state-controlled structures by officials including, but not limited to, fire marshals; building code inspectors; plumbing, gas, and mechanical inspectors; and security system inspectors. Building inspections may address systems such as electrical, HVAC, and security. Inspections may be required under federal, state, county, or municipal code or ordinance. Records falling within the scope of this series may include, but are not limited to, inspection reports, work orders, maintenance records, photographs, violation orders issued, and documentation showing the correction or remediation of violations.

a. **Inspection and Maintenance Records for Major Building Systems.** Records related to major building systems, such as HVAC, are important for ensuring that new facility managers have the necessary contextual information and for justifying the cost of upgrading systems.
   Disposition: Temporary Record. Retain for the life of the system components.

b. **Inspection and Maintenance Records for Other Building Systems.**
   Disposition: Temporary Record. Retain 3 years.

Custodial and Groundskeeping Records. The scope of this series includes assignments, checklists, and inspections associated with custodial and groundskeeping operations.
Disposition: Temporary Record. Retain 1 year.

Maintenance Records Not Described Elsewhere. This series encompasses maintenance and repair records for equipment, computer system hardware and software, furnishings, and other items owned or leased by the agency. Documentation in this series may include, but is not limited to, work orders, inspection records, maintenance schedules, repair records, service histories, service reports, and related correspondence.
Disposition: Temporary Record. Retain for duration of warranty or 2 years, whichever is applicable.

Note: Other series that may encompass maintenance records include "Life Safety Systems and Equipment Inspection and Maintenance Records," "Fire Extinguisher and Fire Alarm Inspection Records," "Building Inspection and Maintenance Records," "Computer Systems Documentation," "Alarm System Alerts and Logs," and "Vehicle Maintenance Records."

Warranties Not Described Elsewhere. Warranties outline the terms and conditions under which repairs, refunds, or exchanges will be made if goods or services do not function as intended.
Disposition: Temporary Record. Retain for the duration of the warranty.

Note: For computer hardware and software system warranties, see the "Computer Systems Documentation" series.

Leases and Rental Agreements for Equipment, Goods, and Services.
Disposition: Temporary Record. After expiration or termination, retain 6 years or until an audit has been conducted, whichever is longer.

Leases and Rental Agreements for Real Property. These records document the rental or leasing of real property.
Disposition: Temporary Record. After the space is vacated, retain 6 years or until an audit has been conducted, whichever is longer.

Note: In their official recordkeeping capacities on behalf of the state, the Alabama Secretary of State's Office and County Probate Offices maintain many land records permanently; additionally, the Department of Conservation and Natural Resources maintains records documenting the lease of state lands to private entities and individuals. Furthermore, the Alabama Department of Finance Real Property Management Division of Leasing Management maintains an inventory of all state-leased property and administers all state government real estate lease agreements. The aforementioned records are maintained in accordance with the departments' respective agency-specific RDAs.

Personal Property Ownership Records. This series includes materials documenting the acquisition, purchase, sale, disposal, or transfer of non-real property assets including, but not limited to, equipment and machinery. Such materials may also include bills of sale and

supporting documentation used to establish the state's legal title to assets and the state's use and disposition thereof.
Disposition: Temporary Record. After the property or asset is sold or removed from inventory, retain 6 years or until an audit has been conducted, whichever is longer.

Note: Personal property ownership records acquired with federal grant funding should contain information including, but not limited to, unique identifier, cost and source of the property, ownership of the title, date acquired and percentage of the federal participation in the acquisition cost, current property location, and current use and condition (2 CFR § 200.334[c]).

Real Property Ownership Records. This series includes materials documenting the acquisition, purchase, sale, disposal, condemnation, transfer, or other conveyance of fixed assets, including, but not limited to, real property and plants.

a. **DEEDS.**
   Disposition: PERMANENT RECORD. Retain in office.

b. **All Other Records.** These materials may include, but are not limited to, bills of sale, mortgages, encumbrances, structural analysis and testing records, planning reports, and other supporting documentation used to establish the state's legal title to fixed assets and the state's use and disposition thereof. The scope of the series also includes records documenting land, air, and water rights or ownership.
   Disposition: Temporary Record. After the property or asset is sold or removed from inventory, retain 6 years or until an audit has been conducted, whichever is longer.

Note: In their official recordkeeping capacities on behalf of the state, the Alabama Secretary of State's Office and County Probate Offices maintain many land records permanently. These records provide continuing evidence of title, ownership, and conveyance of property; they are used extensively to document the history of property in the state. Additionally, the Alabama Department of Conservation and Natural Resources permanently maintains records related to lands that are or have been owned by the state.

Note: For engineering drawings, specifications, and reports, see the "Construction Project Files" series.

Construction Project Files. This record series documents the design, construction, improvement, and modification of buildings, structures, and facilities, including capital projects. Retentions for these materials depend on the stage and nature of the projects as outlined in the following subseries.

a. **Preliminary and Intermediary Construction Schematics, Plans, and Specifications.** These records document the planning and design phases of construction projects. Records within the scope of this series include, but are not limited to, preliminary and intermediary plans, surveys, site plans, designs, blueprints, renderings, and specifications. Architectural or engineering reports prepared for technical review also fall within this series.
Disposition: Temporary Record. Retain 1 year after substantial completion or abandonment of the project.

b. **FINAL AND AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS FOR HISTORICALLY SIGNIFICANT STRUCTURES.** This series includes as-built drawings and specifications, final architectural or engineering reports, alterations, change orders, elevations, floor plans, final reports, and long-term grounds/landscaping plans for historically significant structures.
Disposition: PERMANENT RECORD.

   Note: Contact the Alabama Department of Archives and History to determine whether final and as-built construction plans and specifications fall within the scope of this subseries and should be transmitted for permanent preservation or fall within the scope of the following subseries and should be retained for the life of the structure.

c. **Other Final and As-Built Construction Plans and Specifications.** This series may include, but is not limited to, as-built drawings and specifications, final architectural or engineering reports, alterations, change orders, elevations, floor plans, final reports, and long-term grounds/landscaping plans for structures that are not historically significant.
Disposition: Temporary Record. Retain for the life of the structure.

d. **All Other Supporting Materials**. These records include, but are not limited to, land use certificates, site plan approval materials, residential plans, associated permits, permit logs, appraisals, contractors' certificates of insurance, correspondence, memoranda, schedules, modifications, and interim progress reports.
Disposition: Temporary Record. Retain 7 years after the substantial completion of the project (Code of Alabama 1975 § 6-5-221).

Note: For construction project bid records, see the "Bid Files" series within the "Managing Finances" section.

Certificates of Occupancy. These records confirm that a structure satisfies applicable building codes and constitute the final approval for habitation.
Disposition: Temporary Record. Retain for the life of the structure.

Space Utilization Records. These records document actual facility capacity, allowances, and future needs. Records falling within the scope of this series include, but are not limited to, information on the number of rooms, building diagrams, layouts, space evaluations, and planning reports.
Disposition: Temporary Record. Retain 3 years after project is completed or abandoned.

Facilities Use Records. These records document the use of an agency's facilities and may include facility request forms, reasonable accommodation requests, related correspondence, scheduling calendars, reservation agreements, liability waivers, or other forms consenting to abide by the agency's policies regarding the use of facilities.
Disposition: Temporary Record. Retain 2 years after the agreement expires.

Utility Usage and Environmental Monitoring Records. Agencies may monitor energy and utility usage, facility environmental conditions, resource conservation, and costs.

a. **Policies and Planning Records.**
   Disposition: Temporary Record. Retain until superseded or obsolete.

b. **All Other Monitoring and Usage Records.** These records may include, but are not limited to, usage reports, energy usage cost data, environmental condition monitoring information, utility cost data, correspondence, and other supporting documentation.
   Disposition: Temporary Record. Retain 1 year.

Lost and Found Records. This series includes records related to personal property lost, misplaced, and found at an agency. Records documenting the reporting, discovery, return, storage, and disposal of such items fall within the scope of this series.
Disposition: Temporary Record. Retain 1 year.

Facility Access Control Authorization Records for Individuals. These records include, but are not limited to, documentation surrounding the issuance and accountability of identification badges, access badges and tokens, physical keys, and related assigned-access credentials for buildings and other facilities. Biometric facility access control records also fall within the scope of this series.

a. **Access Control Authorization Records Subject to Federal Tax Information (FTI) Security Guidelines.**
   Disposition: Temporary Record. Retain 1 year after credentials are updated, superseded, or terminated, but in no instance fewer than 5 years (IRS Publication 1075).

b. **All Other Access Control Authorization Records.**
   Disposition: Temporary Record. Retain 1 year after credentials are updated, superseded, or terminated.

Facility Access Control Master Lists. This series consists of centralized lists that define who has access to specific areas or resources within facilities and their designated levels of access.
Disposition: Temporary Record. Retain until updated, superseded, or terminated.

Parking Records. This series documents state agencies' parking layouts, assignments, permits, and decals. These records may include, but are not limited to, parking lot maps, user and vehicle information, parking applications, decal data, parking codes, and other related documentation. Records documenting fees or payments for parking are addressed within the "Administering Internal Operations: Managing Finances" subfunction.
Disposition: Temporary Record. Retain until updated, superseded, or terminated.

Security Vetting Records. This series documents vetting for access to properties, facilities, events, and spaces for vendors, couriers, contractors, and others.
Disposition: Temporary Record. Retain 1 year after last interaction.

Facility Access Registers and Logs. These materials include logs, registers, and reports documenting access to buildings and other facilities. Such records include, but are not limited to, gate logs, guard logs, access registers, and similar routine admission registers or security logs.

a. **Facility Access Registers and Logs Subject to Federal Tax Information (FTI) Security Guidelines.**
   Disposition: Temporary Record. Retain 5 years (IRS Publication 1075).

b. **All Other Facility Access Registers and Logs.**
   Disposition: Temporary Record. Retain 1 year.

Note: Facility access registers and logs associated with incidents should be maintained until the incident is resolved.

Visitor Sign-in Records.

a. **Visitor Sign-in Records Subject to Federal Tax Information (FTI) Security Guidelines.**
   Disposition: Temporary Record. Retain 5 years (IRS Publication 1075).

b. **All Other Visitor Sign-in Records.**
   Disposition: Temporary Record. Retain 1 year.

Note: Sign-in records associated with incidents should be maintained until the incident is resolved.

Security Audiovisual Recordings. This record series consists of security recordings created to monitor activities and document incidents. They may include, but are not limited to, video recordings, audio recordings, and images from security or surveillance cameras. Security setups vary and recordings may be continuous, stop-frame or random use. Recordings or images may capture date and time indexing information, which should be retained contextually with recordings.
Disposition: Temporary Record. Retain 1 year.

Note: Security audiovisual recordings associated with other record series should be maintained according to the corresponding retentions elsewhere in the General Schedule. Recordings that document incidents not associated with other record series should be maintained until the incident is resolved.

Examples of series that could contain security audiovisual recordings include, but are not limited to, Open Records Requests and Related Documentation, Complaints Against Employees, Employee Disciplinary Records, Equal Employment Opportunity Commission (EEOC) Compliance Records, Workers' Compensation Records, and Incident/Accident Reports and Related Files.

Alarm System Alerts and Logs. These records document alarm systems that monitor events such as fires, tornadoes, floods, or security breaches.

a. **Alarms or occurrence logs relating to security breaches or environmental emergencies.**
   Disposition: Temporary Record. Retain 1 year after resolution of the incident.

b. **All other system alarm and occurrence logs.** False alarms and test logs also fall within the scope of this series.
   Disposition: Temporary Record. Retain 6 months.

Emergency and Safety Drill Records. These records document drills conducted by agencies to prepare for emergencies or disasters such as fires, tornadoes, floods, chemical spills, or active shooters. Records within this series may include, but are not limited to, emergency scenarios, exercises, drill results, and correspondence with parties conducting or participating in the drill.
Disposition: Temporary Record. Retain 1 year.

Disaster and Emergency Planning Records. These records document agencies' plans to be implemented during and following emergencies or disasters. Records include, but are not limited to, disaster, contingency, evacuation, and continuity of operations (COOP) plans. Other materials falling within the scope of this series may include duplicates of floor plans, emergency contact information for employees, reports noting areas of difficulty, plans to improve, and related records. Documentation created while preparing final plans, such as questionnaires and forms, also fall within the scope of this series.
Disposition: Temporary Record. Retain until superseded or obsolete.

Facility Threat Assessments. Agencies may conduct threat assessments to determine how their facilities could be made safer.
Disposition: Temporary Record. Retain until superseded or obsolete.

Note: For agencies participating in the State Insurance Fund, the official versions of facility threat assessments are maintained by the Department of Finance's Division of Risk Management.

Disaster and Emergency Response Records. These records document the agency's response to natural or manmade disasters. Information in these files may include descriptions of the event, documentation of damages, records of recovery efforts, and disaster-related expenditures. Records falling within the scope of this series include, but are not limited to, reports, photographs, notes, logs, correspondence, and supporting documentation.

a. **HISTORICALLY SIGNIFICANT SUMMARY DOCUMENTATION OF MAJOR DISASTERS.** Records within this series document disasters resulting in meaningful changes to agency activities, substantial property damage to architecturally or historically important buildings, or loss of life. These records may include, but are not limited to, after-action or summary reports, evaluations of disaster responses, and selections of representative photographs.
Disposition: PERMANENT RECORD.

Note: Contact the Alabama Department of Archives and History to determine whether summary documentation falls within the scope of this subseries and should be transmitted for permanent preservation.

b. **All Other Disaster and Emergency Response Records.**
Disposition: Temporary Record. Retain 6 years after final activity.

Note: While property damages and injuries to staff or visitors may be referenced within these files, detailed information will be documented in claims.

Incident/Accident Reports and Related Files. These records include incident reports, accident reports, and reports of other unusual occurrences related to property damage or personal injury that take place in agency-owned facilities and properties but do not result in any insurance claims being filed. Records pertaining to incidents that involve the general public, as well as incidents that involve employees but result in no employee injury claims, fall within the scope of this series.
Disposition: Temporary Record. Retain 2 years after resolution.

Note: If a claim is opened, transfer incident/accident reports and related files to "Insurance Records – Insurance Claims" within this subfunction or "Workers' Compensation Records" within the Managing Human Resources subfunction as appropriate.

Occupational Safety Planning Records. These records document agencies' plans to ensure safety in the workplace. Occupational safety plans can contain information including, but not

limited to, hazard identifications and assessments, hazard control measures, plans to improve, and related records. Documentation created while preparing final plans, such as questionnaires and forms, also fall within the scope of this series.
Disposition: Temporary Record. Retain until superseded or obsolete.

Hazardous Waste Management Files. These records may include, but are not limited to, hazardous waste reports and associated documentation, waste determinations, waste transportation permits, Offsite Consequence Analyses, accident histories, waste shipment manifests, site inspection records, and related correspondence.
Disposition: Temporary Record. Retain 5 years after creation.

Asbestos Inspection and Abatement Records. Before commencing the demolition or renovation of facilities, agencies must "thoroughly inspect the affected facility or part of the facility where the demolition or renovation operation will occur for the presence of asbestos" (40 CFR § 61.145[a]). If asbestos is found, agencies may develop and implement abatement plans to mitigate the associated health risks. Records that fall within the scope of this series may include, but are not limited to, asbestos hazard assessments, inventories of samples, inspection reports, air quality surveys, correspondence, abatement plans, management plans, and written notices of intention to demolish or renovate facilities that contain asbestos provided to the U.S. Environmental Protection Agency (EPA) (40 CFR § 61.145[b][1]).
Disposition: Temporary Record. Retain 30 years after asbestos removal or demolition, whichever is applicable.

Note: Asbestos inspection and abatement records should be transferred with building ownership.

Underground Storage Tank Records.

a. **Critical Underground Storage Tank Records.** These records document the installation, construction, registration, and contents of underground storage tanks.
   Disposition: Temporary Record. Retain 3 years after permanent tank closure (Code of Alabama 1975 § 22-36-4).

b. **Routine Underground Storage Tank Records.** These records document the maintenance and inspection of underground storage tanks. Records in this series may include, but are not limited to, walkthrough inspection checklists, prevention equipment tests, statistical reports, notices of installation or modification, automatic line leak detector test reports, and manual tank gauging logs.
   Disposition: Temporary Record. Retain 10 years.

Insurance Records. The scope of this series includes, but is not limited to, property, liability, fire, and flood insurance, as well as insurance covering motor vehicles and vessels, such as boats.

a. **Insurance Policies.** These records provide centralized documentation of insurance coverage carried by an agency.
   Disposition: Temporary Record. Retain 5 years after expiration or until all outstanding claims resolved, whichever is longer.

b. **Insurance Claims.** This series includes, but is not limited to, claims to the insurance provider, documentation of damage, repair estimates for the purpose of reimbursement, accident reports, related forms and correspondence, and other supporting documentation.
Disposition: Temporary Record. Retain 3 years after the final settlement of the claim.

c. **Proof of Insurance.** Records provided by an insurance company prove that an agency is insured. They may come in the form of identification cards, certificates of liability, or electronic insurance verification documents.
Disposition: Temporary Record. Retain until superseded or obsolete.

Depreciation Schedules. These records document the anticipated decrease in value of agency-owned fixed assets including, but not limited to, real property, plants, equipment, and machinery.
Disposition: Temporary Record. Retain until superseded or obsolete.

Field Survey Assessments and Related Files. Agencies may conduct field surveys of properties, gathering information about each property to determine its value for purposes of insurance coverage. Records created during field survey assessments may include, but are not limited to, safety inspections, checklists, measurements, diagrams, and photographs.
Disposition: Temporary Record. Retain until completion of two subsequent assessments.

Note: Drawings and photographs that document significant aspects of properties should be maintained with "Deed Files and Ownership Records." For agencies participating in the State Insurance Fund, the official versions of field survey assessments are maintained by the Department of Finance's Division of Risk Management.

Vehicle Titles. These records document legal ownership of the vehicle by the agency. The scope of this series includes motor vehicles and vessels, such as boats.
Disposition: Temporary Record. Transfer with vehicle upon disposal of vehicle.

Vehicle Registration Records. Vehicle registration documentation verifies vehicle ownership and certifies that all state and local taxes have been paid in the county in which the vehicle is garaged. The scope of this series includes motor vehicles and vessels, such as boats.
Disposition: Temporary Record. Retain until superseded or obsolete.

Vehicle Maintenance Records. These records document the maintenance of motor vehicles and vessels, such as boats.

a. **Routine Maintenance Records.**
Disposition: Temporary Record. Retain for duration of warranty or 2 years, whichever is applicable.

b. **Significant Maintenance Records.**
Disposition: Temporary Record. Retain for the life of the vehicle.

Note: For financial records associated with vehicle maintenance, see "Routine Accounting Records" and "Procurement Records" within the "Managing Finances" section.

Vehicle Usage Records. This series documents the day-to-day usage of agency vehicles and may include, but is not limited to, liability waivers, GPS tracking, mileage or use reports, and sign-out and sign-in logs.
Disposition: Temporary Record. Retain 1 year.

Note: For vehicle authorization records, see the "Property Usage Authorization, Assignment, and Custody Records" series.

Aviation Records. Agencies may deploy aerial resources for various purposes, such as prisoner extraditions, dignitary transportation, search-and-rescue operations, and assistance in law enforcement investigations.

a. **Pilot Logs.** Every pilot carries a personal pilot log while on duty, and every pilot is responsible for updating their personal logbook. Pilot logs document flight hours, medical clearance, flight certifications, and other employee-specific information. Pilot logbooks are described in greater detail within 14 CFR § 61.51.
   Disposition: Temporary Record. Retain 1 year after separation of the employee.

b. **Flight Logs and Aircraft Maintenance Records.** Every aircraft has a flight log onboard, and staff are responsible for updating it whenever an aircraft is used or serviced. Flight logs and associated aircraft maintenance records document total in-flight hours, inspection status, maintenance work performed, and other aircraft-specific information.
   Disposition: Temporary Record. Retain for the duration of the aircraft's usage by the agency. If the aircraft is sold, transfer records to the purchaser at the time of sale as provided by 14 CFR § 91.419.

c. **Flight Requests and Scheduling Files.**
   Disposition: Temporary Record. Retain 2 years.

Computer Systems Documentation. These records document the addition, modification, and removal of software and hardware used in an agency's computer systems. Documentation in this series may include, but is not limited to, the following record types: current source code, dataset inventories and layouts, hardware and software specifications and changes (including operating system details, server names, IP addresses, and software lists), hardware and software warranties, input and output specifications, instruction manuals (including user guides and vendor-supplied documents), licensing information, local or wide area network schematics, operational logs (including audit logs, dataset logs, job logs, programming logs, system development logs, and update logs), performance reports, system backup reports, and system overviews.

a. **Core computer systems documentation.** This series includes documentation that enables the continued use of data and records contained within computer hardware and software systems.
   Disposition: Temporary Record. Retain for the life of the system.

   Note: Agencies should ensure that they maintain documentation that allows them to migrate their data.

b. **Routine computer systems documentation.**
Disposition: Temporary Record. Retain for the duration of administrative value.

Data Integrity Verifications. This series includes information used to authenticate and ensure the integrity of electronic records.
Disposition: Temporary Record. Retain for the life of the record which the documentation authenticates.

Computer Systems Access Records. These records document the authorization or assignment of individual users to access agency computer systems. Documentation in this series may include, but is not limited to, the following record types: access documentation, account recovery records, changes to user accounts and access privileges, IT use agreements, and user lists.
Disposition: Temporary Record. Retain 1 year after authorization, assignment, or access ends.

Cybersecurity Records. These records detail agency cybersecurity measures and responses to adverse cybersecurity events. Documentation in this series may include, but is not limited to, cybersecurity planning files, network and system security records, records documenting unauthorized attempted entry to data processing systems, and data breach notification records.

a. **Policies and Planning Records.**
Disposition: Temporary Record. Retain until superseded or obsolete.

b. **Major Incident Reports.**
Disposition: Temporary Record. Retain 7 years.

c. **Routine Security, Monitoring, and Incident Investigation Files.**
Disposition: Temporary Record. Retain 1 year.

d. **Data Breach Notification and Determination Records.**
Disposition: Temporary Record. Retain 5 years (Code of Alabama 1975 § 8-38-5).

Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)

Requirement

Under the Code of Alabama 1975 § 41-13-21, "no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission." This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Agency as stipulated in this document.

One condition of this authorization is that the Agency submit an annual Records Disposition Authority (RDA) Implementation Report on its activities, including documentation of records destruction, to the State Records Commission.

Unless otherwise stipulated in this document, the Agency must transmit all permanent records which are no longer in active use to the ADAH.

Recommendations

In addition, the Agency should make every effort to establish and maintain a quality record-keeping program by conducting the following activities:

The Agency should designate a staff member in a managerial position as its records liaison/records manager, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, 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, and ensuring the regular implementation of the agency's approved RDA.

Permanent records in the Agency's custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation. ADAH archivists are available to work with Agency staff in determining the best location and storage conditions for permanent records.

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. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

The agency 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 agency 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.

Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA's requirements, the office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the Agency and inspect records destruction documentation. Agency records managers and the ADAH archivists are available to instruct the staff in RDA implementation and otherwise assist the Agency in implementing its records management program. For more information, please call the ADAH Archives Division at 334-242-4452.

The State Records Commission adopted this records disposition authority on October 28, 2026.

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Steve Murray, Chair Date
State Records Commission

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