

Annual Records Disposition Authority (RDA) Implementation Report for Public Colleges and Universities

RM-01 09/2022

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

* Required

1. Educational Institution Name: *

2. Fiscal year reported: *

Mark only one oval.

FY 2022

FY 2021

FY 2020

FY 2019

FY 2018

3. Today's date: *

Example: January 7, 2019

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

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

5. Agency staff member title: *

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

7. Phone number: *

Temporary
Records

Temporary records are subject to the records disposition requirements of your institution's Records Disposition Authority (RDA) and include records destroyed onsite and at offsite agency facilities.

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

Mark only one oval.

Yes

No

Educational institutions should maintain documentation for obsolete paper and electronic records destroyed. You may submit copies of your destruction notices and associated documentation to Charles.Busby@archives.alabama.gov.

Permanent Records

Permanent Records

The ADAH is committed to assisting state agencies, local governments, and public colleges and universities in preserving historically significant records, in both paper and electronic formats. Preserving your college's or university's permanent records is critical in documenting your institution's legacy for future Alabamians. Please refer to pp. 14-15 of the College System RDA or pp. 13-14 of the Public Universities RDA for full lists of permanent records series.

These are some of the permanent records your institution should be preserving:

- Accreditation reports
- Course catalogs
- Grant final narrative reports
- President/Chancellor administrative files
- Publications (such as newsletters and annual reports)
- Publicity files (such as press releases and president/chancellor speech files)
- Strategic plans
- Student handbooks
- Student permanent records

9. Educational institutions are obligated to preserve permanent records. *

Check all that apply.

I understand these requirements.

Permanent Electronic Records

Annual Reports

Annual reports provide valuable insight into an institution's activities. The ADAH collects and preserves electronic annual reports from Alabama's public colleges and universities on an annual basis. The electronic annual reports will be preserved and made available on our electronic records portal, Preservica.

10. Has your institution created an electronic annual report during FY 2022? *

Mark only one oval.

Yes

No

Organizational Charts

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

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

Mark only one oval.

Yes

No

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

Strategic Plans

The Alabama Department of Archives and History (ADAH) is collecting both current and previous iterations of electronic or scanned institutional strategic plans, which document educational institutions' long-term goals, objectives, and priorities. These documents may have other titles, such as comprehensive plans or five-year plans.

12. Does your institution have electronic or scanned versions of strategic plans? *

Mark only one oval.

Yes

No

Records Management staff will be in contact with colleges and universities about next steps for the submission of any electronic permanent records.

Agency Liaison
Primary Contact

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

13. First Name *

14. Last Name *

15. Title *

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

16. Email *

17. Phone *

18. For how many years has this person been the Records Liaison for your agency? *

Mark only one oval.

- Less than one year
- 1-2 years
- 2-5 years
- 5-10 years
- 10+ years

Agency Liaison
Other Contacts

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

19. First Name

20. Last Name

21. Title

22. Email

23. Phone

24. First Name

25. Last Name

26. Title

27. Email

28. Phone

29. First Name

30. Last Name

31. Title

32. Email

33. Phone

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