

# Annual Records Disposition Authority (RDA) Implementation Report for State Agencies and District Attorneys

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.

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\* Required

1. Agency Name: \*

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2. Fiscal year reported: \*

*Mark only one oval.*

FY 2022

FY 2021

FY 2020

FY 2019

FY 2018

3. Today's date: \*

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*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.

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5. Agency staff member title: \*

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

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7. Phone number: \*

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Temporary  
Records

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

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

*Mark only one oval.*

Yes

No

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

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

*Check all that apply.*

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

10. Total cubic feet of obsolete temporary paper records destroyed by your agency, both onsite and at facilities such as the State Records Center within the fiscal year being reported (for instance, FY 2022 is October 1, 2021 through September 30, 2022):

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

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

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

11. Total amount of obsolete temporary electronic records destroyed by your agency within the fiscal year being reported (for instance, FY 2022 is October 1, 2021 through September 30, 2022). Type the number in the blank below, and then select the unit from the drop-down list:
- 

12. Unit of obsolete temporary electronic records:

*Mark only one oval.*

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

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

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

**Permanent  
Records**

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

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

*Check all that apply.*

I understand these requirements.

## Permanent Electronic Records

### Organizational Charts

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

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

*Mark only one oval.*

Yes

No

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

### Meeting Files

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

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

*Mark only one oval.*

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

### Electronic Registers and Rosters

The ADAH collects electronic certification/licensure/registration rosters from state licensing boards on an annual basis. The Records Disposition Authorities (RDAs) governing Alabama's state licensing boards designate these rosters as permanent records.

16. Records Management staff will be in contact with state licensing boards about next steps for the submission of electronic certification/licensure/registration rosters. \*

*Mark only one oval.*

- My agency is a licensing board.
- My agency is not a licensing board.

## COVID-19 Records

State agencies have created a wide variety of resources to inform and support their staff members and the public during the COVID-19 pandemic. Types of records that agencies should transfer include the following:

- Informational materials related to COVID-19 (paper or electronic) such as graphics, posters, guidance, etc.
- Press releases
- Video recordings of announcements, press conferences, etc.
- Administrative files of agency leadership (including planning and policy documentation as the agency has responded to the virus)
- Legal opinions and guidance
- Policies and procedures which were developed and/or modified in response to the virus
- Data and statistical information
- Any other information that may be historically significant

17. At this time, we are asking that agencies transfer COVID-19 records to the ADAH so that they will be available and preserved for future Alabamians. Does your agency have COVID-19 records? \*

*Mark only one oval.*

Yes

No

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

State  
Publications

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

18. Has your agency created any electronic newsletters/bulletins during FY 2022? \*

Newsletter/bulletin – a regularly published communication containing news or information about an agency.

*Mark only one oval.*

Yes

No

19. Has your agency created an electronic annual report, or other interim/topical report, during FY 2022? \*

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

*Mark only one oval.*

Yes

No

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

Agency Liaison  
Primary Contact

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

20. First Name \*

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21. Last Name \*

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22. Title \*

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

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23. Email \*

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24. Phone \*

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25. 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.

26. First Name

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27. Last Name

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28. Title

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29. Email

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30. Phone

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31. First Name

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32. Last Name

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33. Title

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34. Email

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35. Phone

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36. First Name

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37. Last Name

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38. Title

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39. Email

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40. Phone

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