Annual Records Disposition Authority (RDA) Implementation Report for Public Colleges and Universities
RM-01 09/2021

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 2021
    - FY 2020
    - FY 2019
    - FY 2018
    - FY 2017

3. Today's date: *

   Example: January 7, 2019
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.

The ADAH seeks to gain a better understanding of educational institutions’ records management policies, processes, or procedures, whether formal or informal. Your response can be provided to the question below in one of the following ways:

- Provide URL(s) to policies posted online.
- Indicate that you will email the policies to Charles.Busby@archives.alabama.gov.
- Provide a description of records management practices, especially those relating to destruction/disposition.
- Indicate that your institution has no formal or informal records management policies.
8. Please indicate your institution's policies, processes, or procedures as outlined above. What records management policies, processes, or procedures, whether formal or informal, does your institution implement? *

__________________________________________________________

__________________________________________________________

__________________________________________________________

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.

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. How can the ADAH best assist you in facilitating the preservation of these critical records at your educational institution? *

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 2021? *

   Mark only one oval.
   
   ☐ Yes
   ☐ No

Organizational Charts
This year, the Alabama Department of Archives and History (ADAH) is undertaking an initiative to collect both current and previous iterations of electronic or scanned institution organizational charts. Organizational charts are critical in documenting colleges’ and universities’ operations and priorities over time. They provide researchers and institutional staff an understanding of an institution's history and past organizational structure.

11. Does your institution have electronic or scanned versions of organizational charts? *

   Mark only one oval.
   
   ☐ Yes
   ☐ No
COVID-19 Records
The state of Alabama continues to face historic challenges as we respond to the COVID-19 pandemic. To navigate these challenges, colleges and universities are creating a wide variety of resources to inform and support their staff, students, and the public.

Educational institutions should ensure that their response related to the pandemic is documented and preserved. Types of records that institutions should be sure to save include, but are not limited to, 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 leadership (including planning and policy documentation as the agency responds 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

12. At this time, we are asking that public educational institutions transfer COVID-19 records to the ADAH so that they will be available and preserved for future Alabamians. Records Management staff will be in contact with colleges and universities about next steps for the submission of any electronic permanent records.

Check all that apply.

☐ I confirm that I have read the above statement.

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

13. Last Name *

14. First 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

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

Agency Liaison Other Contacts

19. Last Name

20. First Name
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