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

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. Agency 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 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 year? *

*Mark only one oval.*

☐ Yes
☐ No

Please email destruction notices for both obsolete paper and electronic records to Devon.Henschel@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 2021 is October 1, 2020 through September 30, 2021):

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

11. Total amount of obsolete temporary electronic records destroyed by your agency within the fiscal year being reported (for instance, FY 2021 is October 1, 2020 through September 30, 2021). Type the number in the blank below, and then select the unit from the drop-down list:

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.
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 Devon.Henschel@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.

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.
COVID-19 Records
The state of Alabama continues to face historic challenges as we respond to the COVID-19 pandemic. To navigate these challenges, state agencies are creating a wide variety of resources to inform and support their staff members and the public.

Agencies should ensure that their response related to the pandemic is documented and preserved. Types of records that agencies 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 agency 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

14. At this time, we are asking that agencies save COVID-19 records for transfer to the ADAH so that they will be available and preserved for future Alabamians. *

Mark only one oval.

☐ I am interested in transferring COVID-19 records at this time.
☐ I am not ready to transfer COVID-19 records at this time.
☐ My agency has not created records related to the COVID-19 response.

Permanent Electronic Records

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 agency organizational charts. Organizational charts are critical in documenting state agencies’ operations and priorities over time. They provide researchers and agency staff an understanding of an agency's history and past organizational structure.

15. Does your agency have electronic or scanned versions of organizational charts? *

Mark only one oval.

☐ Yes
☐ No
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.

16. 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.

17. 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.

Records Management staff will be in contact with state agencies about next steps for the submission of any electronic 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 2021? *
   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 2021? *
   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 Hannah.Bawden@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. Last Name *
21. First Name *

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

23. Email *

24. Phone *

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

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