

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

RM-01, 10/2020

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: \*

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2. Fiscal year reported: \*

*Mark only one oval.*

FY2020

FY2019

FY2018

FY2017

FY2016

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: \*

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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 year? \*

*Mark only one oval.*

Yes

No

Please email destruction notices for both obsolete paper and electronic records to [Devon.Henschel@archives.alabama.gov](mailto:Devon.Henschel@archives.alabama.gov).

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

*Mark only one oval.*

- 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 past reporting year:

1 box (15" x 12" x 10") 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 past reporting year (type the number in the blank below, and then select the unit from the drop-down list):

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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.

**Permanent  
Records**

Permanent records cannot be destroyed and are to be transferred only to the Alabama Department of Archives and History at 624 Washington Avenue. 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 to 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 is facing a historic challenge as we respond to the COVID-19 pandemic. To navigate this challenge, state agencies are creating a wide variety of resources to inform and support their staff members and the public. As the state's government records repository and home to the state history museum, the ADAH wants to ensure that historic records documenting the pandemic are preserved for the future.

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 set aside and save COVID-19 records so that they will be available and preserved for future Alabamians. Records Management Section staff will be in touch in the future to transfer these documents to the Archives. \*

*Check all that apply.*

I confirm that I have read the above statement.

### Meeting Files

Meeting minutes, agendas, and packets represent core documentation of the decision-making processes of government bodies. The Records Disposition Authorities (RDAs) governing Alabama's state agencies designate these records as permanent. This year, the Alabama Department of Archives and History (ADAH) is undertaking an initiative to collect electronic meeting files on an annual basis. While official (signed) meeting minutes are often paper-based and should always be preserved for eventual transmittal to the Archives, the ADAH is requesting that agencies transfer electronic versions of meeting minutes (signed or unsigned) on an annual basis.

15. Has your agency created any meeting minutes, agendas, or packets over the past twenty years? Please respond "Yes" even if meeting minutes, agendas, and packets are created infrequently. \*

*Mark only one oval.*

Yes

No

16. What is the earliest date for which you have meeting minutes, agendas, or packets in an electronic format?

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17. What is the latest date for which you have meeting minutes, agendas, or packets in an electronic format?

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18. In which format(s) are your agency's meeting minutes, agendas, or packets published or maintained? Select all that apply.

*Check all that apply.*

- PDF or PDF/A
- Microsoft Word
- Microsoft Excel
- HTML page
- Content Management System (e.g., SharePoint, OneDrive, iGov)
- Digital Subscription Management System (e.g., GovDelivery)

Other:  \_\_\_\_\_

Records Management staff will be in contact with state agencies about next steps for the submission of electronic meeting files. Once agencies' official minutes are no longer regularly referenced, the ADAH requires that they also be transmitted in the form in which they were originally created. The ADAH recognizes that minutes may be signed on paper (via wet signature) or electronically (via digital signature or e-signature). Agencies may choose whether official minutes are signed on paper or electronically.

**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.

19. Has your agency created any electronic newsletters/bulletins during FY 2020? \*

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

*Mark only one oval.*

Yes

No

20. Has your agency created an electronic annual report, or other interim/topical report, during FY 2020? \*

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 [Katie.Ray@archives.alabama.gov](mailto:Katie.Ray@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.

## Licensing Boards

The Alabama Department of Archives and History (ADAH) is continuing its initiative to collect 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.

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

*Mark only one oval.*

My agency is a licensing board. I certify that I have read the above statement.

My agency is not a licensing board.

Agency Liaison  
Primary Contact

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

22. Last Name \*

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23. First Name \*

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24. Title \*

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

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25. Email \*

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26. Phone \*

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27. 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.

28. Last Name

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29. First Name

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30. Title

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31. Email

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32. Phone

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33. Last Name

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34. First Name

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35. Title

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36. Email

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37. Phone

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38. Last Name

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39. First Name

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40. Title

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41. Email

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42. Phone

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