

Alabama Bicentennial Commission



Functional Analysis & Records Disposition Authority

**Presented to the
State Records Commission
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Functional and Organizational Analysis of the Alabama Bicentennial Commission

Sources of Information

- Representatives of the Alabama Bicentennial Commission
- Alabama Act 1919-85
- Alabama Act 1969-714
- Alabama Act 2013-10
- Alabama Bicentennial Commission Agency Website
- Archives Division, State Agency Files (2013-ongoing)
- “Alabama: Adopted as the State Song of Alabama by Act of Legislature March 4, 1931.” Sesquicentennial Celebration Edition. Sylacauga, Alabama: Janeal Music Publishing Company, 1969. Alabama Department of Archives and History Digital Collections. <http://digital.archives.alabama.gov/cdm/ref/collection/voices/id/13931>.
- Alabama Bicentennial Commission. “Old St. Stephens Day Celebration Announced.” Press release, September 15, 2019. Accessed September 28, 2020. [https://alabama200.org/uploads/files/StephensPress_Release_\(002\).pdf](https://alabama200.org/uploads/files/StephensPress_Release_(002).pdf).
- Alabama Centennial Commission. “Program and Order of Exercises for the Celebration of the Unveiling of the Marker Placed to Commemorate Old St. Stephens as the Site of the Territorial Capital: September 28, 1922.” Accessed November 25, 2019. Hathi Trust Digital Library. <https://catalog.hathitrust.org/Record/009577138>.
- Alabama Department of Archives and History. “Alabama History Timeline: From Prehistory to Modern Day.” Accessed November 26, 2019. <https://archives.alabama.gov/timeline>.
- Brewer, Albert P. “Executive Order Number 1.” July 10, 1968. Alabama Department of Archives and History Digital Collections. Accessed November 26, 2019. <http://digital.archives.alabama.gov/cdm/singleitem/collection/executive/id/98/rec/2>.
- [Brewer, Martha]. *150 Alabama First Lady’s Cook Book*. Birmingham, Alabama: Alabama Sesquicentennial Celebration, 1969.
- Hagood, Thomas Chase. “Territorial Period and Early Statehood.” *Encyclopedia of Alabama*. Accessed November 26, 2019. <http://www.encyclopediaofalabama.org/article/h-1548>.
- “[Members of the Alabama Congressional Delegation Standing with the 22-Star United States Flag Created by the Alabama Sesquicentennial Commission.]” September 18, 1969. Alabama Department of Archives and History Digital Collections. <http://digital.archives.alabama.gov/cdm/ref/collection/photo/id/33283>.
- Owen, Marie Bankhead. *De Soto and the Indians: First of a Series of Children’s Plays in Commemoration of the Close of a Century of Statehood*. Montgomery, Alabama: The Paragon Press, 1919. Hathi Trust Digital Library. <https://babel.hathitrust.org/cgi/pt?id=loc.ark:/13960/t6ww7p54k&view=1up&seq=5>.
- St. Stephens Historical Commission. “Old St. Stephens Day Celebration Announced.” September 25, 2019.
- U.S. Congress. House. *Authorizing Coinage of Memorial 50-Cent Piece for the State of Alabama*. HR 12824. 66th Cong., No. 200. Introduced in House March 26, 1920.

- *We the People: Alabama's Defining Documents*. Montgomery, Alabama: Alabama Department of Archives and History, 2019.

Historical Context

The Alabama Territory was created from the eastern portion of the Mississippi Territory in 1817, when the western portion became the State of Mississippi. By 1819, Alabama's population was approaching 100,000 people, sufficient to begin the process of seeking statehood.¹ The United States Congress authorized a territorial convention for the purpose of creating a state constitution.² Forty-four delegates throughout the Alabama Territory convened in a Huntsville cabinetmaker's shop in July of 1819. The document they drafted would be the first of six state constitutions adopted between 1819 and 1901.³ On December 14, 1819, President James Monroe signed a congressional resolution accepting the constitution and admitting Alabama as the nation's 22nd state. William Wyatt Bibb, who served as Territorial Governor from 1817 until statehood, was subsequently elected the state's first governor.⁴

By 1919, the centennial year of Alabama's statehood, the population had grown to more than 2.3 million inhabitants. In 1919, Alabama Act No. 1919-85 established the Alabama Centennial Commission to

... prepare and adopt such plans as it may consider appropriate for the celebration of the one hundredth anniversary of the admission of Alabama into the Federal Union, and to that end may hold public exercises wherever deemed desirable in the State, may provide for historical pageants or scenic displays, may mark points, places or buildings associated with the history of the State, may arrange for the compilation of historical commemorative publications, and may adopt such other plans, and do and perform such other acts as may be necessary to give proper recognition to the historic anniversary to be commemorated.

Commission members, including Governor Thomas Kilby and Thomas M. Owen, the founding director of the Alabama Department of Archives and History (ADAH), commemorated the anniversary with a variety of initiatives. These efforts included a series of short plays on Alabama history written by Marie Bankhead Owen, later director of the ADAH, and the unveiling of a centennial monument at St. Stephens, the site of Alabama's territorial capital.⁵ In

¹ Thomas Chase Hagood, "Territorial Period and Early Statehood," *Encyclopedia of Alabama*, accessed November 26, 2019, <http://www.encyclopediaofalabama.org/article/h-1548>.

² Hagood, "Territorial Period and Early Statehood."

³ *We the People: Alabama's Defining Documents* (Montgomery, Alabama: Alabama Department of Archives and History, 2019), 7-23.

⁴ Hagood, "Territorial Period and Early Statehood."

⁵ Marie Bankhead Owen, *De Soto and the Indians: First of a Series of Children's Plays in Commemoration of the Close of a Century of Statehood* (Montgomery, Alabama: The Paragon Press, 1919), accessed November 25, 2019, Hathi Trust Digital Library; Alabama Centennial Commission, "Program and Order of Exercises for the Celebration of the Unveiling of the Marker Placed to Commemorate Old St. Stephens as the Site of the Territorial Capital: September 28, 1922," accessed November 25, 2019, (Montgomery, Alabama: 1922), accessed 25 November, 2019, Hathi Trust Digital Library, <https://catalog.hathitrust.org/Record/009577138>.

1921, the U.S. Mint issued a commemorative half-dollar coin featuring the profiles of Governor Thomas Kilby and of William Wyatt Bibb, the state's first governor.⁶

In 1968, Governor Albert P. Brewer established the Alabama Sesquicentennial Commission by executive order to commemorate the 150th anniversary of Alabama's statehood for the state's approximately 3.4 million citizens. The commission consisted of twelve members appointed by Governor Brewer, including ADAH director Milo B. Howard, to "do extensive planning, coordination, and promoting in order that the commemoration and celebration should be observed appropriately."⁷ In recognition of the sesquicentennial, commission members arranged for a specially constructed twenty-two-star flag to fly over the United States Capitol on September 18, 1969.⁸ Additionally, the state issued special publications to mark the occasion, including a cookbook and sheet music for the official state song, and designated a stretch of road in Bessemer, Alabama as the "Sesquicentennial Highway."⁹

As Alabama approached its bicentennial of statehood, its population numbered close to five million people. To develop and guide the commemoration of the milestone anniversary, the Alabama Legislature passed Alabama Act 2013-10 on February 14, 2013, establishing the Alabama Bicentennial Commission. Signed by Governor Robert Bentley on February 20, 2013, the act tasked the commission, led by Executive Director Jay Lamar, with promoting scholarship, education, and economic development through local and statewide observances of the anniversary.

The commission and its partners engaged in a mission to support, create, and execute events and activities that commemorated the stories of Alabama's people, places, and path to statehood. Between March 2017 and its December 14, 2019 finale celebration, ALABAMA 200 engaged residents of all ages in every one of the state's 67 counties and hundreds of communities via educational programs, community activities, and statewide initiatives designed to teach, inspire, and entertain.

To ensure robust activity and statewide participation, the commission partnered with state arts, humanities, and cultural agencies to organize initiatives. Partner agencies included the Alabama Department of Archives and History, the Alabama Tourism Department, the Alabama State Council on the Arts, the Alabama Historical Commission, the Alabama Public Library Service, the Alabama Humanities Foundation, and Alabama Public Television. Other state agency partners included the Alabama State Department of Education, the Alabama Department of

⁶ U.S. Congress, House, *Authorizing Coinage of Memorial 50-Cent Piece for the State of Alabama*, HR 12824, 66th Cong., No. 200, introduced in House March 26, 1920.

⁷ Albert P. Brewer, "Executive Order Number 1," July 10, 1968, Alabama Department of Archives and History Digital Collections, accessed November 26, 2019, <http://digital.archives.alabama.gov/cdm/singleitem/collection/executive/id/98/rec/2>.

⁸ "[Members of the Alabama Congressional Delegation Standing with the 22-Star United States Flag Created by the Alabama Sesquicentennial Commission]," September 18, 1969, Alabama Department of Archives and History Digital Collections, <http://digital.archives.alabama.gov/cdm/ref/collection/photo/id/33283> ..

⁹ [Martha Brewer], *150 Alabama First Lady's Cook Book* (Birmingham, Alabama: Alabama Sesquicentennial Celebration, 1969); "Alabama: Adopted as the State Song of Alabama by Act of Legislature March 4, 1931," Sesquicentennial Celebration Edition (Sylacauga, Alabama: Janeal Music Publishing Company, 1969); Alabama Act 1969-714.

Finance, the Alabama Indian Affairs Commission, and the Alabama Department of Conservation and Natural Resources. The Alabama League of Municipalities, the Alabama Mountain Lakes Tourist Association, the Alabama Historical Association, and the Alabama Dance Council are a few of the statewide service, advocacy, and interest organization partners.

Corporate and foundation sponsors and donors supported and participated in events and programs, as did communities and counties throughout the state. The Commission and grant-making state agencies provided support for community and organizational partners. The Commission and its partners created and disseminated statewide traveling exhibitions, public lecture and reading programs, and workshops and seminars. Publications, including new works on Alabama history and art, were produced. Education initiatives included professional development seminars for teachers, the development and distribution of classroom resources, including primary source packets, and school-based and school-community projects. Legacy projects include the Alabama Bicentennial Park in Montgomery and the Alabama Bicentennial Children's Bell in Birmingham.¹⁰ The Bicentennial Celebration culminated with events at Old St. Stephens on October 5, 2019 and in Montgomery on December 14, 2019, including a parade, a concert of Alabama musicians, and the Bicentennial Park dedication.¹¹

Agency Organization

The Alabama Bicentennial Commission, as outlined by Alabama Act 2013-10, consists of twelve members. The Governor, Lieutenant Governor, Senate President Pro Tempore, and Speaker of the House of Representatives each appointed two members, for a total of eight members. The directors of the Alabama Tourism Department; the Alabama Department of Archives and History; the Alabama Constitution Hall Park; and the Alabama State Black Archives, Research Center, and Museum constitute the other four members of the Commission. A chairperson, a vice-chairperson, and any other officers deemed necessary by the Commission are elected by and from its members. The Commission meets on a schedule determined by its members.

Per Alabama Act 2013-10, the commission may “employ such staff as deemed necessary for the efficient operation of the business of the commission,” including an agency director and support staff. The commission is staffed by employees of the Alabama Department of Archives and History, the Alabama Historical Commission, and the Alabama Tourism Department.

The commission maintains an Advisory Committee, which advises Commission initiatives; an Education Committee, which develops educational content and state history projects for use in Alabama schools; a Local Activities Committee, which assists local communities in establishing their own bicentennial committees and initiatives; and a Statewide Initiative Committee, which plans and supports traveling exhibitions, statewide commemorations, and other efforts serving the entire state. Committee members serve on a volunteer basis and consist of representatives of state agencies, cultural institutions, statewide organizations, businesses, and local entities.

¹⁰ Alabama Bicentennial Commission Agency Website.

¹¹ Alabama Bicentennial Commission, “Old St. Stephens Day Celebration Announced,” press release, September 15, 2019, accessed September 28, 2020, [https://alabama200.org/uploads/files/StephensPress_Release_\(002\).pdf](https://alabama200.org/uploads/files/StephensPress_Release_(002).pdf).

Agency Function and Subfunctions

The mandated function of the Alabama Bicentennial Commission is to facilitate commemoration of the 200th anniversary of Alabama Statehood through celebratory and educational activities. As such, it is one of the agencies responsible for performing the Education function of Alabama government as described in the “Functional Analysis of Alabama Government.”

In the performance of its mandated function, the Commission may engage in the following subfunctions:

- **Promoting Alabama Culture.** Alabama Act 2013-10 tasks the Alabama Bicentennial Commission with planning, developing, and implementing activities to commemorate the 200th anniversary of Alabama statehood in coordination with state agencies, local governments, and private organizations. The Commission distributes grants to local agencies for the purpose of creating bicentennial programs and encouraging community engagement. The commission is also responsible for organizing an “Alabama 200 Birthday Celebration,” among other events, and creating projects that serve as legacies of the bicentennial celebration.
- **Educating and Engaging the Public.** Alabama Act 2013-10 tasks the commission with “the equally important goals of scholarship, education, and economic development.” Staff and partners work to foster a greater understanding of Alabama history in citizens of all ages by producing and supporting the production of publications, public programming, and professional development resources for teachers and administrators.
- **Collaborating with Auxiliary Organizations.** The Alabama Bicentennial Commission receives financial support for programming and activities from the Alabama Bicentennial Foundation, a 501(c)(3) nonprofit organization. The Foundation is directed by a three-member board with assistance from the chair of the Alabama Bicentennial Advisory Committee, the Alabama Bicentennial Commission executive director, and staff of partnering agencies.
- **Administering Internal Operations.** A significant portion of the agency’s work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency, including:

Managing the Agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, tracking), publicizing and providing information, managing records, and managing information systems and technology.

Managing Finances: Activities include budgeting (preparing and reviewing budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and

purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

Managing Human Resources: Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; investigating and disciplining. *Note: The Alabama Bicentennial Commission involves the collaboration of several agencies. The Alabama Department of Archives and History, the Alabama Historical Commission, and the Alabama Tourism Department provide human resources support to the Alabama Bicentennial Commission.*

Managing Properties, Facilities, and Resources: Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; leasing and/or renting offices or facilities; providing security for property managed by the agency; insuring property; and assigning, inspecting and maintaining agency property. *Note: The Alabama Bicentennial Commission involves the collaboration of several agencies. The Alabama Department of Archives and History and the Alabama Tourism Department provide properties, facilities, and resources support for the Alabama Bicentennial Commission.*

Records Appraisal of the Alabama Bicentennial Commission

The following is a discussion of the two major categories of records created and/or maintained by the agency: Temporary Records and Permanent Records.

Temporary Records

Temporary records should be held for what is considered their active life and be disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the agency are discussed below:

- **Grant Applications and Application Materials Received.** The Commission receives grant applications from local entities to carry out public projects, including, but not limited to, local commemorative events and the Alabama Bicentennial Schools initiative. These records should be retained for six years after submission of the final report, the conclusion of the grant, or rejection of the grant in order to satisfy grant requirements.
- **Applications for Commemoration or Recognition.** The Commission may receive applications to recognize entities, events, individuals, and projects or initiatives. These may include, but are not limited to, local commemorative and celebratory events and projects with lasting impact and significance. Applicants may receive recognition on the Commission website and/or receive special commemorative materials. Applications for commemoration or recognition should be retained for six years after the receipt of the application or date of the event, whichever is later, to document how the Commission engages with the public.
- **Stipend Files.** Educators and consultants receive stipends for Commission-sponsored teaching workshops. Records contained in this series may include, but are not limited to, descriptions of learning activities submitted by teachers to qualify for stipends and financial records documenting stipends. These records should be retained for one year after audit due to their financial nature.
- **Primary Source Use Agreements.** Education staff compile packets of primary source materials for use in classroom activities. Commission staff may sign use agreements with records repositories that permit the Commission to use records maintained by outside agencies or organizations in primary source packets. These records should be retained for the life of the packet to document legal permission to use these materials.

Permanent Records

The Archives Division has appraised the following records as permanent:

Promoting Alabama Culture

- **Meeting Minutes, Agendas, and Packets of the Alabama Bicentennial Commission.** These meeting minutes, agendas, and packets document discussions, decisions, and actions of the Commission. These records provide important documentation of and insight into the Commission's actions. **(Bibliographic Title: Commission Meeting Files)**
- **Meeting Minutes, Agendas, and Packets of the Alabama Bicentennial Commission Committees.** The Commission encompasses a variety of associated committees, which plan, review, and/or advise upon commemorative activities and educational materials produced by the Commission, its staff, and its partners. These committees include, but are not limited to, the Advisory Committee, the Education Committee, the Local Activities Committee, and the Statewide Initiative Committee. In the course of committee meetings, the Commission may produce meeting minutes, agendas, and/or packets, which document proceedings, discussions, and decisions of committee meetings. These documents should be maintained to provide insight into committee actions on behalf of the Commission. **(Bibliographic Title: Commission Committees Meeting Files)**
- **Grant Records – Grant Project Final Narrative Reports.** The Commission receives and implements grant funding for its own commemorative initiatives. Additionally, the Commission disburses grants to local governments and agencies for the purpose of facilitating commemorative projects and events, including through the Bicentennial Schools grant program. These records document how grants are implemented to the benefit of Alabama citizens. **(Bibliographic Title: Grant Reports)**
- **Representational Final Version of Informational and Promotional Materials.** These records are created to build public awareness about the bicentennial and related activities, events, and initiatives. They may also include materials from local commemorative events produced with the support of the Commission. The publications are necessary to document how the Commission communicates with the public, including through books, advertisements, and media packets. The publications help document the activities of the Commission and how the Commission views these activities. **(Bibliographic Title: Publicity Files)**
- **Photographs – Selection of Representative Photographs (including high quality and/or published photographs).** The Commission orchestrates many events to commemorate the 200th anniversary of Alabama statehood. Photographs of these events document Alabama's bicentennial and appear in informational or promotional publications. These photographs offer visual documentation of Bicentennial-affiliated events and provide a record of the Commission's public efforts. **(Bibliographic Title: Photographs)**
- **Audiovisual Recordings – Final and/or Edited Audiovisual Recordings.** This series includes audio and/or video recordings taken by commission staff or contractors for informational or promotional purposes. Final and/or edited recordings document the

commission's activities and efforts to publicize and promote related events and are to be retained permanently. Copyright and reproduction records including, but not limited to, use agreements, release forms, service request forms, and requests for permission are to be retained for the life of the recording. Stock or raw footage is to be retained for useful life. Recordings taken for internal or reference use are also to be retained for useful life. **(Bibliographic Title: Audio/Visual Recordings)**

- **Project Files – Final Project Plans.** The Commission coordinates and implements a variety of legacy projects throughout the state, including casting the Alabama Bicentennial Children's Bell to recognize young people's contributions to the state; creating Alabama Bicentennial Park; and producing documentaries about the bicentennial celebration. These records include the final planning documents for legacy projects and events, such as casting designs, park layouts, and documentary narrative scripts. Records documenting significant changes of direction during planning on a given project should also be retained permanently as a record of the agency's decision-making process. **(Bibliographic Title: Project Files)**
- **Final Exhibit Plans.** The Commission produces traveling exhibits solely and in collaboration with other state agencies, nonprofits, and corporations. Final exhibit plans may include such records as display text and artifact lists and should be retained permanently as a record of a prominent public-facing Commission effort. **(Bibliographic Title: Exhibit Files)**

Educating and Engaging the Public

- **Education Publications.** The Education Section produces publications, including, but not limited to, newsletters and educational materials, to inform the public about educational resources and events and to spread knowledge about state history. These records should be retained permanently to demonstrate how the Commission communicates with the public. **(Bibliographic Title: State Publications)**
- **Alabama Bicentennial Schools of Excellence Application Packets and Project Materials.** Alabama schools selected to be Alabama Bicentennial Schools created and implemented community and service projects. Each school that submitted a final report became eligible to be recognized as an Alabama Bicentennial School of Excellence and receive a \$5,000 grant for community projects. Three schools from each of the state's seven congressional districts were selected, for a total of twenty-one schools. These records are retained as a record of a major initiative of the Alabama Bicentennial Commission to demonstrate why these twenty-one schools were selected. **(Bibliographic Title: Schools of Excellence Project Files)**
- **Teacher Professional Development Workshop Agendas.** These records document the planned topics of discussion in the Bicentennial Summer Institutes which the Commission offers to Alabama teachers. Workshop agendas provide a record of the information the Commission distributes in the course of one of its major initiatives. **(Bibliographic Title: Teacher Professional Development Files)**

Collaborating with Auxiliary Organizations

- **Articles of Incorporation.** These records legally establish the Alabama Bicentennial Commission Foundation as a unique recognized entity. The articles of incorporation should be retained permanently to document for the historical record how and for what purpose the Foundation was established. **(Bibliographic Title: Foundation Administrative Files)**
- **Bylaws of the Alabama Bicentennial Commission Foundation.** These records document the rules and guidelines by which the Foundation is governed. Bylaws should be maintained to demonstrate how the Foundation is organized and operated. **(Bibliographic Title: Foundation Administrative Files)**
- **Meeting Minutes, Agendas, and Packets of the Alabama Bicentennial Commission Foundation.** These meeting minutes, agendas, and packets document discussions, decisions, and actions of the Alabama Bicentennial Commission Foundation. These records should be retained permanently to document the decision-making process of Foundation leadership. **(Bibliographic Title: Foundation Meeting Files)**
- **Records Documenting Tax Exempt Status.** As a non-profit organization, the Alabama Bicentennial Commission Foundation is exempted from paying federal taxes. These records include official documentation of the Foundation's tax exemption, which should be retained permanently for legal and financial purposes. **(Bibliographic Title: Foundation Administrative Files)**
- **Annual Exempt Tax Return (Form 990 or equivalent).** The Foundation files a tax return each year which reports financial assets without requiring tax payment. These records should be retained permanently to document the financial state of the Foundation. **(Bibliographic Title: Not Applicable) (Maintained in the offices of the Alabama Department of Archives and History)**
- **Annual Financial Statement.** These records report on the financial state of the Foundation in the previous year. They may include such information as incoming donations and how donations are used. Annual financial statements should be retained permanently to illustrate the financial state of the Foundation and how Foundation funds are used to the benefit of the public. **(Bibliographic Title: Foundation Administrative Files)**
- **Records of Donations – Records of Significant Donations (as determined by the foundation).** The Foundation accepts financial donations of varying amounts. Records documenting significant donations should be retained permanently to demonstrate funding sources contributing to Bicentennial Commission events, projects, and programs. **(Bibliographic Title: Not Applicable) (Maintained in the offices of the Alabama Department of Archives and History)**

- **Records Documenting Dissolution of the Foundation.** At such time as the Foundation dissolves, the Foundation may create records documenting this process. These records include, but are not limited to, records documenting the transfer of Foundation assets. These records should be retained permanently to document the process by which the Foundation is dissolved. **(Bibliographic Title: Not Applicable) (Maintained in the offices of the Alabama Department of Archives and History)**

Administering Internal Operations

- **Policies and Procedures - Policies and procedures governing core functions and services.** These records document the agency's role in promulgating policies governing critical operations, such as those concerning endorsement procedures or Bicentennial Schools of Excellence. The scope of the series does not include policies concerning the administration of routine, internal operations. **(Bibliographic Title: Policies and Procedures)**
- **Administrative Files that Document Policy, Process, and Procedure.** These records, which include official correspondence of the agency, document actions and positions of the agency, do not include correspondence dealing with routine matters. These records include, but are not limited to, correspondence with state officials, legal/advisory correspondence, subject files, and other correspondence. **(Bibliographical Title: Administrative Files)**
- **Annual and Other Periodic Reports.** These records include reports created by the agency that document its critical activities. In accordance with Alabama Act 2013-10, the commission must submit an annual report before the start of the Legislative session each year between 2014 and 2019. The frequency of report publications may vary (annual, biannual, quarterly, etc.). Interim reports that contain the same substantive information as a corresponding annual or other periodic report need not be retained permanently. Where no agency annual report exists, or where the agency annual report does not adequately document activities of the agency, then division annual reports should be retained. **(Bibliographic Title: State Publications)**
- **Special Reports.** These records include reports created by the agency pertaining to a specific topic or subject area. Special reports may be prepared on an irregular schedule. Interim reports that contain the same substantive information as a corresponding special report need not be retained permanently. **(Bibliographic Title: State Publications)**
- **Board Member Files – Biographical and Historical Information.** These records include biographical description and other historical data related to the agency's board members. These records provide important documentation of the board's composition. **(Bibliographic Title: Commission Member Biographical Files)**
- **Website and Social Media Site(s).** The commission has a website at www.alabama200.org and social media accounts with Facebook, Twitter, YouTube, and Instagram. Information on the website includes details about local bicentennial

commemorative events, educational material for use in classrooms, and profiles of state and local committees. ADAH staff capture and preserve the agency's website(s) and other social media account(s) via a service offered by the Internet Archive [Archive-It]. Any content behind password protection or login would not be captured by ADAH. Check with the ADAH website at www.archiveit.org/organizations/62 to ensure your agency website(s) and social media account(s) are captured and preserved. If your agency's website and social media account(s) are not being captured by the service, please contact the Archives Division at 334-242-4452 to get them included.

(Bibliographic Title: Website and Social Media Site[s])

Permanent Records List Alabama Bicentennial Commission

Promoting Alabama Culture

1. Meeting Minutes, Agendas, and Packets of the Alabama Bicentennial Commission
2. Meeting Minutes, Agendas, and Packets of the Alabama Bicentennial Commission Committees
3. Grant Project Final Narrative Reports
4. Representational Selection of Informational and Promotional Materials
5. Photographs – Selection of Representative Photographs (including high quality and/or published photographs)
6. Audiovisual Recordings – Final and/or Edited Audiovisual Recordings
7. Project Files – Final Project Plans
8. Final Exhibit Plans

Educating and Engaging the Public

1. Education Publications
2. Alabama Bicentennial Schools of Excellence Application Packets and Project Materials
3. Professional Development Workshop Agendas

Collaborating with Auxiliary Organizations

1. Articles of Incorporation
2. Bylaws of the Alabama Bicentennial Foundation
3. Meeting Minutes, Agendas, and Packets of the Alabama Bicentennial Commission Foundation
4. Records Documenting Tax Exempt Status
5. Annual Exempt Tax Return (Form 990 or equivalent) *
6. Annual Financial Statement
7. Records of Donations - Records of Significant Donations (as determined by the foundation) *
8. Records Documenting Dissolution of the Foundation *

Administering Internal Operations

1. Policies and Procedures – Policies and procedures governing core functions and services
2. Administrative Files that Document Policy, Process, and Procedure
3. Annual and Other Periodic Reports
4. Special Reports
5. Website and Social Media Site(s)

*indicates records that the Alabama Bicentennial Commission determined should be retained permanently and that the ADAH anticipates will be retained in the offices of the ADAH. All

other permanent records are to be transmitted to the ADAH collections once they are no longer in active use by the Alabama Bicentennial Commission.

ADAH staff is available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

Alabama Bicentennial Commission Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and 41-13-20 through 21. It was compiled by the Archives Division, Alabama Department of Archives and History (ADAH), which serves as the Commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained by the Agency in carrying out their mandated functions and activities. It identifies records which must be maintained permanently and ultimately transferred to the ADAH; establishes retention periods for temporary records; and provides the legal authority for the Agency to implement destruction of eligible records.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and may be made available to members of the public. Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the agency records manager or ADAH Archives Division at (334) 242-4452.

Explanation of Records Requirements

The RDA shall govern the disposition of all records, regardless of format, created by the agency from creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.

This RDA supersedes any previous records disposition schedules or RDAs governing the retention of the records created by the Agency. Copies of superseded schedules are no longer valid and may not be used for records disposition.

The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.

Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. Such materials include (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document agency activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, may include, but are not limited to, telephone call-back messages, drafts of ordinary documents not needed for their evidential value,

copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about social activities; (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Agency and lists the groups of records created and/or maintained as a result of activities and transactions performed in carrying out these subfunctions. The Agency may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular biannual meetings.

Promoting Alabama Culture

MEETING MINUTES, AGENDAS, AND PACKETS OF THE ALABAMA BICENTENNIAL COMMISSION

Disposition: PERMANENT RECORD.

MEETING MINUTES, AGENDAS, AND PACKETS OF THE ALABAMA BICENTENNIAL COMMISSION COMMITTEES

Disposition: PERMANENT RECORD.

Grant Records

a. GRANT PROJECT FINAL NARRATIVE REPORTS

Disposition: PERMANENT RECORD.

b. Grant Applications and Application Materials Received

Disposition: Temporary Record. Retain 6 years after submission of final report, conclusion of the grant, or rejection of application.

c. Grant Financial Reports

Disposition: Temporary Record. Retain 6 years after submission of final report or conclusion of the grant, or two years after audit, whichever is longer.

d. Supporting Documentation (including scoring sheets)

Disposition: Temporary Record. Retain 6 years after submission of final report or conclusion of the grant, or two years after audit, whichever is longer.

REPRESENTATIONAL SELECTION OF INFORMATIONAL AND PROMOTIONAL MATERIALS

Disposition: PERMANENT RECORD.

Photographs

- a. SELECTION OF REPRESENTATIVE PHOTOGRAPHS (INCLUDING HIGH QUALITY AND/OR PUBLISHED PHOTOGRAPHS)
Disposition: PERMANENT RECORD.
- b. Photographs Outside of Representative Selection (Including Duplicative and Poor Photographs)
Disposition: Temporary Record. Retain for useful life.
- c. Copyright and Reproduction Records for Photographs
Disposition: Retain for life of photograph.
- d. Photographs Taken for Internal or Reference Use
Disposition: Temporary Record. Retain for useful life.

Audiovisual Recordings

- a. FINAL AND/OR EDITED AUDIOVISUAL RECORDINGS
Disposition: PERMANENT RECORD.
- b. Footage (Including Stock and Raw Audiovisual Recordings)
Disposition: Temporary Record. Retain for useful life.
- c. Copyright and Reproduction Records for Audiovisual Recordings
Disposition: Retain for life of recording.
- d. Audiovisual Recordings Taken for Internal or Reference Use
Disposition: Temporary Record. Retain for useful life.

Project Files

- a. FINAL PROJECT PLANS
Disposition: PERMANENT RECORD.
- b. All Other Records
Disposition: Temporary Record. Retain 1 year after audit.

FINAL EXHIBIT PLANS

Disposition: PERMANENT RECORD.

Artifact Loan Agreements

Disposition: Temporary Records. Retain 5 years after return of artifact.

Applications for Commemoration or Recognition

Disposition: Temporary Record. Retain 6 years after receipt or event date, whichever is later.

Educating and Engaging the Public

EDUCATION PUBLICATIONS

Disposition: PERMANENT RECORD.

ALABAMA BICENTENNIAL SCHOOLS OF EXCELLENCE APPLICATION PACKETS AND PROJECT MATERIALS

Disposition: PERMANENT RECORD.

Teacher Professional Development Workshop Applications

Disposition: Temporary Record. Retain 5 years.

Applications for Workshop Facilitators

Disposition: Temporary Record. Retain 1 year.

TEACHER PROFESSIONAL DEVELOPMENT WORKSHOP AGENDAS

Disposition: PERMANENT RECORD.

Teacher Professional Development Workshop Sign-In Sheets

Disposition: Temporary Record. Retain 5 years.

Workshop Surveys

Disposition: Temporary Record. Retain 5 years.

Stipend Files

Disposition: Temporary Record. Retain 1 year after audit.

Primary Source Use Agreements

Disposition: Temporary Record. Retain for life of packet.

Collaborating with Auxiliary Organizations

ARTICLES OF INCORPORATION

Disposition: PERMANENT RECORD.

BYLAWS OF THE ALABAMA BICENTENNIAL FOUNDATION

Disposition: PERMANENT RECORD.

MEETING MINUTES, AGENDAS, AND PACKETS OF THE ALABAMA BICENTENNIAL COMMISSION FOUNDATION

Disposition: PERMANENT RECORD.

RECORDS DOCUMENTING TAX EXEMPT STATUS

Disposition: PERMANENT RECORD.

ANNUAL EXEMPT TAX RETURN (FORM 990 OR EQUIVALENT)

Disposition: PERMANENT RECORD. Retain in office.

ANNUAL FINANCIAL STATEMENT

Disposition: PERMANENT RECORD.

Records of Donations (may include correspondence, pledge or commitment forms, a financial database, or other record formats)

- a. RECORDS OF SIGNIFICANT DONATIONS (AS DETERMINED BY THE FOUNDATION)
Disposition: PERMANENT RECORD. Retain in office.
- b. Records of Donations that Span Multiple Years
Disposition: Temporary Record. Retain 7 years after the final pledge payment.
- c. Records of Restricted Donations
Disposition: Temporary Record. Retain 7 years after fulfillment of the purpose of the restriction.
- d. Records of Planned-Giving Donations
Disposition: Temporary Record. Retain 7 years after the receipt of bequest or fulfillment of any restricted purpose.
- e. Records of Other Donations
Disposition: Temporary Record. Retain 7 years after filing Form 990 or its equivalent.
- f. Donor Files including Donor-Relations Database
Disposition: Temporary Record. Retain for useful life.

Fundraising Letters and Emails

Disposition: Temporary Record. Retain for 2 years.

RECORDS DOCUMENTING DISSOLUTION OF THE FOUNDATION

Disposition: PERMANENT RECORD. Retain in office.

Administering Internal Operations: Managing the Agency

Policies and Procedures

- a. POLICIES AND PROCEDURES GOVERNING CORE FUNCTIONS AND SERVICES
Disposition: PERMANENT RECORD.

- b. Policies and procedures concerning internal operations, including the administration of finances, personnel, properties, facilities, and resources
Disposition: Temporary Record. Retain 3 years.

ADMINISTRATIVE FILES THAT DOCUMENT POLICY, PROCESS, AND PROCEDURE

Disposition: PERMANENT RECORD.

ANNUAL AND OTHER PERIODIC REPORTS

Disposition: PERMANENT RECORD.

SPECIAL REPORTS

Disposition: PERMANENT RECORD.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Board Member Files

- a. BIOGRAPHICAL AND HISTORICAL INFORMATION
Disposition: PERMANENT RECORD.
- b. Board Appointment Letters
Disposition: Temporary Record. Retain the length of the board term.
- c. Other Files about Board Members
Disposition: Temporary Record. Retain for useful life.

Board Appointment Letters

Disposition: Temporary Record. Retain 1 year after audit after the end of the fiscal year in which the term expires.

Internal Procedures

Disposition: Temporary Record. Retain until superseded.

Legislative Files (drafts of proposed agency-sponsored legislation, tracking files and records)

Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to State Records Commission)

Disposition: Temporary Record. Retain 10 years.

Signed Copies of Approved RDA

Disposition: Temporary Record. Retain until superseded.

Computer Systems Documentation (Hardware/Software Specifications and Warranties)

Disposition: Temporary Record. Retain documentation of former system 1 year after audit for the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

WEBSITE AND SOCIAL MEDIA SITE(S)

Disposition: PERMANENT RECORD.

Note: ADAH staff capture and preserve the agency's website and other social media accounts via a service offered by the Internet Archive [Archive It]. Any content behind password protection or login would not be captured by ADAH. Check with the ADAH website at www.archiveit.org/organizations/62 to ensure your agency and social media site(s) are captured and preserved. If your agency's website(s) and social media account(s) are not captured by the service, please contact the Archives Division at 334-242-4452 to get them included.

Administering Internal Operations: Managing Finances**Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance**

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products (includes AST-1 and AST-1A)

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records of original entry or routine accounting transactions, such as journals, registers, and ledgers, and records of funds deposited outside the state treasury

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Purchase and Repair Order Documents

Disposition: Temporary Record. Retain for life of warranty.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Records documenting contracts for services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process (including requests for proposals and unsuccessful responses)

Disposition: Temporary Record. Retain for 10 years after the award of the contract.

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

Records documenting the application for, award of, receipt and disbursement of, and reporting of expenditure of federal funds received through grants and federal funds

Disposition: Temporary Record. Retain 6 years after submission of final expenditure report.

Records documenting the unsuccessful application for grants and federal funds

Disposition: Temporary Record. Retain 1 year.

Administering Internal Operations: Managing Human Resources

Note: As of October 2020, human resources records of the Alabama Bicentennial Commission are maintained by the Alabama Department of Archives and History, the Alabama Historical Commission, and the Alabama Tourism Department.

Administering Internal Operations: Managing Properties, Facilities, and Resources

Note: As of October 2020, properties, facilities, and resources records of the Alabama Bicentennial Commission are maintained by the Alabama Department of Archives and History and the Alabama Tourism Department.

Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)

Requirement

Under the Code of Alabama 1975, § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Agency as stipulated in this document.

One condition of this authorization is that the Agency submit an annual Records Disposition Authority (RDA) Implementation Report on its activities, including documentation of records destruction, to the State Records Commission.

Unless otherwise stipulated in this document, the Agency must transmit all permanent records which are no longer in active use to the ADAH.

Recommendations

In addition, the Agency should make every effort to establish and maintain a quality record-keeping program by conducting the following activities:

The Agency should designate a staff member in a managerial position as its records liaison/records manager, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.

Permanent records in the Agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation. ADAH archivists are available to work with Agency staff in determining the best location and storage conditions for permanent records.

Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis – for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records

solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA's requirements, the office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the Agency and inspect records destruction documentation. Agency records managers and/or the ADAH archivists are available to instruct the staff in RDA implementation and otherwise assist the Agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on October 28, 2020.

Steve Murray, Chairman
State Records Commission

Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

Jay Lamar, Executive Director
Alabama Bicentennial Commission

Date