

Records
Management
and Appraisal
Section

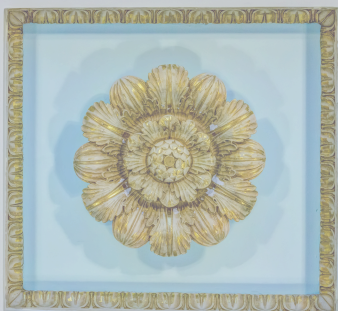
**ANNUAL
REPORT
FY 2025**



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

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INTRODUCTION

The Appraisal and Records Management Section, a unit within the Archives Division of the Alabama Department of Archives and History (ADAH), distills complex archival theory and statutory requirements into clear policies and actionable guidance for government agencies. We perform this work as support staff of the State Records Commission (SRC) and the Local Government Records Commission (LGRC). Under the auspices of these bodies, our primary duties include developing records management policies, composing and updating Records Disposition Authorities (RDAs), facilitating the transfer of permanent records to the ADAH collection, sanctioning records destruction activities, operating the State Records Center, providing records management training for state and local government officials, documenting compliance with state records law, coordinating the Commissions' agendas, and implementing the Commissions' decisions.



SRC MEMBERS

Authorized by state law in 1955, the Alabama Legislature charged the State Records Commission with several duties, including conducting public records surveys, classifying all public records, and determining which public records should be permanently preserved because of historical value and which may be destroyed after a specified period.

Alabama Department of Archives and History Director

Steve Murray, Chair

Examiners of Public Accounts Chief Examiner

Rachel Riddle

Designated Representative:
Wonzie Wooden

Attorney General

Steve Marshall

Designated Representative:
David Brewer

Secretary of State

Wes Allen

Designated Representative:
Meridith Blackburn

Department of Revenue Commissioner

Vernon Barnett

Designated Representatives:
Shadonna Thomas and April Allen

Alabama Department of Finance Director

Bill Poole

Designated Representative:
Susan Wilhelm

University of Alabama Department of History Designee

John Giggie, PhD

Director, Summersell Center for the Study of the South

Auburn University Department of History Designee

Tommy Brown, PhD

Associate Professor, Special Collections and Archives

HBCU Governor-Appointed Representative

Alabama State University

Raegan Stearns

University Archivist

LGRC MEMBERS

Initially created in 1955, the Legislature created the Local Government Records Commission to determine which local government records have permanent value and to issue retention requirements for local records.

Alabama Department of Archives and History
Director
Steve Murray, Chair

Auburn University
Department of History
Designee
Tommy Brown, PhD
Associate Professor, Special Collections and Archives

City Clerk
Iva Nelson
City of Gadsden

Examiners of Public Accounts
Chief Examiner
Rachel Riddle
Designated Representative:
Melissa Knepper

HBCU Governor-Appointed Representative
Juanita M. Roberts
Director of Library Services
Tuskegee University Library

City Clerk
Lisa Hanks
City of Fairhope

Attorney General
Steve Marshall
Designated Representative:
David Brewer

Probate Judge
Ronnie Osborn
DeKalb County Judge of Probate

County Sheriff
Jay Jones
Lee County Sheriff

Secretary of State
Wes Allen
Designated Representative:
Meridith Blackburn

County Administrator
Blake Beck
Chief Operating Officer
Lee County Commission

Vacancies
County Commission Chair
Superintendent
Municipal Police Chief

University of Alabama
Department of History
Designee
John Giggie, PhD
Director, Summersell Center for the Study of the South

County Taxation Official
Cliff Mann
Tax Assessor
Madison County



YEAR IN REVIEW

This report documents the work of the ADAH Records Management Section during Fiscal Year 2025. Much of that work is readily quantifiable, producing state and local government destruction statistics, data on incoming transmittals, and participation in outreach and training programs. Readers will find rich infographics in the pages ahead that highlight these and other measurable activities.

Other aspects of Records Management's work resist such easy quantification. In FY 2025, Records Management debuted a new practicum-style training model that combines the most requested elements of traditional instruction with those of an on-site conditions assessment. Developed in response to needs surfaced through the SHRAB Probate Survey, this approach begins with a focused review of destruction procedures and concludes with hands-on demonstrations of destruction preparation tasks. Although practicums require more preparation than our other training formats, they allow archivists to move beyond lecture-based instruction and engage officials directly in applied learning. Early feedback from local government participants has been uniformly positive.

Continued on next page

YEAR IN REVIEW (cont.)

This year also marked the launch or expansion of several targeted workgroups dedicated to analyzing complex records management issues and developing actionable recommendations. One such team worked to clarify and standardize election records' retentions across multiple RDAs, while another concentrated on refining State Records Center procedures and planning for future operational needs. A third continues to advance Records Management Section outreach by developing more consistent communication channels with local and state officials. The last group is tasked with examining the complex custodial and retention issues arising from the movement of records across law enforcement and judicial jurisdictions. Together, these coordinated efforts strengthened both policy development and service delivery.

Even as staff piloted new initiatives, our team has continued to steward our core responsibilities in records policy analysis, preservation guidance, and destruction oversight across Alabama government. These efforts have positioned the section for continued innovation in the years ahead.



STATE AND LOCAL GOVERNMENT RECORDS COMMISSIONS

Since 1901, the Alabama Department of Archives and History (ADAH) has been collecting and preserving the historical materials of the people of Alabama. Staff in the Appraisal and Records Management section perform this work as support staff for the State Records Commission (SRC) and the Local Government Records Commission (LGRC).

The Code of Alabama states that no state or local official may destroy public records without first obtaining permission from either the SRC or LGRC. These bodies determine which records have permanent historical value and which are temporary and may be destroyed after a determined length of time. Documents called Records Disposition Authorities (RDAs) outline these decisions. Archivists identify state records with historical value to transfer to the ADAH, state and local records to be permanently preserved by their creating agencies, and temporary records that may be destroyed in accordance with retention periods informed by state or federal retention requirements, industry best practices, audit requirements, and agency use.

At biannual meetings in April and October, the SRC and LGRC approve new RDAs and revisions to existing state and local RDAs. State agency RDAs are typically created or revised by examining an agency's functions and drafting an entirely new document. The SRC typically approves six to eight state RDAs per year. Local government agency RDAs are revised via line-item memos as local government officials identify issues or omissions.

BY THE NUMBERS

7

Full-Document
RDA Projects

2

State Line-Item
Revisions

6

College, University,
and District
Attorney's Office
Line-Item Revisions

15

Local Line-Item
Revisions

SRC UPDATES: OCTOBER 16, 2024

Alabama Law Enforcement Agency (Revision)

Established in 2013, the Alabama Law Enforcement Agency (ALEA) consolidated the law enforcement units of twelve different state agencies into a single administrative entity. From traditional fingerprinting and illicit still-busting to cutting-edge biometric iris captures and three-dimensional crime scene models, ALEA draws on its legacy agencies' experiences in deploying proven law enforcement techniques while also adapting with changing times.

Although the State Records Commission approved an RDA for ALEA in 2017, the document required significant expansion to encompass the totality of ALEA's diverse functions. This revision included a well-developed historical context and robust record series descriptions reflective of the agency's complex law enforcement and investigative practices.

Alabama Surface Mining Commission (Revision)

The Alabama Surface Mining Commission oversees the safe and prudent mining of Alabama's coal resources and regulates the coal mining industry to mitigate adverse environmental impacts that may result from coal mining activities. Archivists collaborated with Commission staff to ensure that the RDA revision reflects the agency's current record keeping practices, such as its adoption of a Geographic Information System (GIS) to store mining site information. The revision also includes updated series descriptions for historically significant permanent records, like permit files, which contain invaluable environmental data about the land surrounding Alabama coal mines.

Alabama Soil and Water Conservation Committee (Revision)

The Alabama Soil and Water Conservation Committee, Alabama Agricultural and Conservation Development Commission, and Soil and Water Conservation Districts work together to support local conservation efforts, promote and enact programs to protect the state's natural resources, and educate the public about conservation. Since the State Records Commission approved their original RDA in 2007, the agencies have modernized their recordkeeping practices and begun new initiatives, such as the publication of state-sanctioned conservation standards. The updated RDA includes an expanded Historical Context section, updated series descriptions, and new record series.

SRC UPDATES: OCTOBER 16, 2024

State Line Item Revisions

The State Records Commission also considered several line-item revisions prepared pursuant to its eligibility guidelines. To qualify for a line-item revision, a state agency must have a current RDA that the State Records Commission approved after 2018. The request must involve new records that are being created or a change to records series that is necessary to ensure continued compliance by the agency.

Record Series	Revision/Addition	Applicable RDA
Solicitor General Division Case Files	Updated descriptions and added new record series to encompass Solicitor General Division records	Office of the Attorney General
Civil Case Files	New record series to reflect district attorneys' role in prosecuting and defending certain civil cases	Office of the District Attorney
Store and Chain Store Reports and Added Descriptions	Clarified descriptions and added new record series describing county-level store licensing reports	Department of Revenue

SRC UPDATES: NOVEMBER 12, 2024 SPECIAL CALLED MEETING

According to the Code of Alabama 1975 § 41-13-21, the Alabama Supreme Court may prescribe records retention and disposition requirements for court records “after consultation with the State Records Commission.” The Unified Judicial System most recently approved a court records retention schedule in 2009, but officials determined that the schedule required updates to reflect the increasing prevalence of electronic records. Archivists attended meetings of the Unified Judicial System’s Records Retention Schedule Committee in May and July 2024 to represent the State Records Commission’s interests during the drafting process. Once the Records Retention Schedule Committee completed a draft, the State Records Commission consulted on the updates at a special called meeting in November 2024.

The updated retention schedule prescribes that all records scanned into the court management system, AlacourtPlus, should be retained permanently. Paper records will continue to be maintained pursuant to the 2009 schedule’s requirements. Additionally, the retention schedule authorized the Administrative Director of Courts to transfer court records to the ADAH subject to the provisions of a mutually agreed-upon memorandum of understanding.

Records Management archivists drafted several proposed recommendations based on their experience working with other state agencies throughout the executive and legislative branches. At the called meeting, State Records Commission Chair Steve Murray offered these recommendations for the Records Retention Committee’s consideration.

Having fulfilled the statutorily mandated requirement for consultation, the Alabama Supreme Court adopted the amended Unified Judicial System Records Retention Schedule in December 2024. The Administrative Director of Courts and the ADAH have since entered into memoranda of understanding allowing for the transfer of digital court records to the Archives’ permanent collections.

SRC UPDATES: APRIL 16, 2025

Alabama Securities Commission (Revision)

The State Records Commission last approved an update to the Alabama Securities Commission's RDA over twenty years ago, in 2002. Since then, federal legislation such as the Dodd-Frank Wall Street Reform and Consumer Protection Act has changed the way the Commission operates, and the agency's position of public trust has led to its involvement in broader consumer protection and criminal justice initiatives. Among other changes, the RDA revision contains a comprehensive historical overview and a robust discussion of the Commission's educational outreach. This RDA accurately reflects the Securities Commission staff's presentations, conferences, interviews, and social media content used to educate the public about financial literacy and fraud prevention strategies.

Legislative Service Agency and Legislative Council (Revision)

Between 2006 and 2016, the State Records Commission approved RDAs for three agencies created to support the work of the Alabama Legislature: the Legislative Reference Service, Alabama Law Institute, and Legislative Fiscal Office. However, Alabama Act 2017-214 consolidated these agencies into a newly created Legislative Services Agency (LSA) and conferred oversight responsibility for its director to the Legislative Council, thereby creating a need for a single, combined RDA.

The consolidated RDA reformulates and streamlines its analysis of the agency's functions, which include researching, analyzing, drafting, and coordinating with legislative committees and councils. Archivists added several new record series to the RDA, such as annual constitution recompilation supplements, and updated retentions where needed to reflect the agency's operations as part of Alabama's legislative branch.

Alabama Board of Funeral Services (Revision)

The Alabama Board of Funeral Services licenses individuals working in the funeral industry, including funeral directors, embalmers, and cremationists, as well as businesses within the profession, including funeral homes and mortuary services. Since the State Records Commission revised the Board's RDA in 2002, the agency has experienced several changes in scope over the last two decades. Most recently, in 2023, the Board assumed responsibility for preneed contract regulation from the Department of Insurance. This RDA revision includes an expanded historical context and updated series descriptions to encompass the agency's responsibilities and associated records.

SRC UPDATES: APRIL 16, 2025

Alabama Board of Cosmetology and Barbering (Revision)

The Alabama Board of Cosmetology and Barbering oversees licensing for a wide range of professionals including, but not limited to, cosmetologists, barbers, estheticians, manicurists, and natural hair stylists. Since the State Records Commission last updated the Board's RDA in 2004, changes in recordkeeping practice and evolving terminology resulted in a need to modernize the agency's retention schedule. The updated RDA includes expansive descriptions that clarify how the Board creates and maintains its myriad records, including student and apprentice records, exams, and in-state and multi-state licensing files.

State Line Item Revisions

Record Series	Revision/Addition	Applicable RDA
Student Excuses	New record series encompassing documentation submitted by students to explain or excuse absences	Public Colleges, Public Universities
Campus Tour Records	Added record series describing prospective students' participation in campus tours	Public Colleges, Public Universities
Student Health Insurance Program Enrollment and Claims Files	New record series addressing health insurance program files pertaining to students	Public Colleges, Public Universities
Other Insurance Records	New record series encompassing property, liability, and vehicle insurance files	Public Colleges, Public Universities
Unservd Warrant Destruction Notifications	Added record series describing trial court notifications of intent to dispose of unserved warrants	Office of the District Attorney

SRC UPDATES: APRIL 16, 2025

Capstone Email Preservation Agreement – Alabama State Port Authority

At its April 2025 meeting, the State Records Commission also approved the Alabama State Port Authority's participation in the Capstone approach to email.

The Capstone approach, based on a records management model used in the federal government, assists state agencies in managing the ever-increasing volume of emails. The approach entails separating employee email accounts into two categories, Capstone and non-Capstone. Capstone email accounts, which usually belong to agency leadership and high-level decision-makers, and which are most likely to document substantive administrative initiatives and policy decisions, are set aside to be preserved permanently. Non-Capstone email accounts, in turn, are designated as temporary records and can be destroyed after an agreed-upon timeframe has passed.

In January 2025, archivists began working with Alabama State Port Authority staff to develop an RDA for their agency. Considering the Authority's size and complexity, archivists anticipate that this project will be at least a year in the making; in the meantime, the Authority is keen to enhance its records management practices wherever possible now.

To that end, the Alabama Department of Archives and History and Alabama State Port Authority agreed that the email accounts of fourteen executive positions should be designated as permanent records under the Capstone approach. Non-Capstone email messages will be maintained for three years from the date of each message's creation. The Capstone approach allows the Alabama State Port Authority to reduce its overall email storage footprint while ensuring that the most important email accounts are preserved in perpetuity.

LGRC UPDATES: OCTOBER 16, 2024

Record Series	Revision/Addition	Applicable RDA
Board of Adjustment Files	New record series encompassing files related to Board of Adjustment proceedings	Multiple Local Government RDAs
Board Application Records	New record series providing for applications to serve on local boards and committees	Multiple Local Government RDAs
Environmental Control and Monitoring Records	Added record series addressing environmental control plans, compliance documentation, and infrastructure monitoring files	Multiple Local Government RDAs
Internal Ballots and Related Files	New record series describing documentation of internal elections for workplace leadership positions	Multiple Local Government RDAs
Legal Case Files	Expanded descriptions to reference arbitration, mediation, and other common legal proceedings	Multiple Local Government RDAs
Sales Tax Exemption Documentation	New record series encompassing verifications of local governments' legal exemption from paying sales tax	Multiple Local Government RDAs
Quarterly Tax Reporting	Revised descriptions to clarify which record series encompasses federal quarterly tax reporting forms	Multiple Local Government RDAs
Targeted Intervention Program and Student Records	Two new record series to describe targeted academic, behavioral, and educational intervention program files	Boards of Education
County Boards, Commissions, and Authorities Meeting Minutes, Agendas, and Packets	Added record series addressing meeting files of county-level deliberative bodies	County Commissions
County Geographic Information System (GIS) Data	Comprehensive overhaul to reflect the increasing prevalence of Geographic Information Systems (GIS) in county government	County Commissions
Explanatory Note Related to Record Series Maintained via Geographic Information Systems	Note added to existing record series indicating that data stored in GIS environments falls elsewhere in the RDA	County Commissions

LGRC UPDATES: APRIL 16, 2025

Record Series	Revision/Addition	Applicable RDA
Records Management Documentation Clarifying Note	Revision removes contradictory records management documentation language from RDAs and adds a note clarifying that local archives, museums, and public libraries may manage records on behalf of other agencies	Multiple Local Government RDAs
Wrecker Logs (Lists of Approved Wrecker Vendors) and Wrecker Vendor Inspection and Authorization Records	Two new record series to provide for documentation of law enforcement interactions with wrecker service providers	Law Enforcement Agencies
Photographs	Added standard photograph record series in accordance with current archival practice	Municipalities
Public Technology Use Records	New record series encompassing files related to public use of library technology equipment, such as computers and 3-D printers	Public Libraries



TEMPORARY RECORDS DESTRUCTION

While some records created by state and local government entities have permanent historical value, many others are administratively useful for only a limited period of time. These documents are known as "temporary records." Archivists research legal and audit requirements and professional best practices to determine how long records must be maintained (the retention period). Retention periods are delineated in RDAs, available in the "Manage Records" section of the ADAH website. The Records Management Section encourages state and local officials to dispose of outdated temporary records as they become eligible and are no longer in active use in order to focus resources on preserving permanent records.

The Records Management Section works with public officials to ensure that temporary records are retained and destroyed in accordance with state law. All governmental entities in Alabama must report all records destruction to the Records Management Section, and local government bodies must receive permission from archivists prior to destroying records. Agencies should maintain information about the records they destroy to document their compliance with requirements.

Agencies primarily store temporary records in their own offices. State agencies in the Montgomery area additionally have the option to store temporary records at the State Records Center, which provides storage and access services for agencies facing space constraints in their offices.

BY THE NUMBERS

210

Annual RDA
Implementation
Reports
Submitted

6,860

Records Center
Requests
Fulfilled

778

Local Destruction
Notices Processed

ANNUAL RDA IMPLEMENTATION REPORT

FISCAL YEAR 2024 RESPONSES

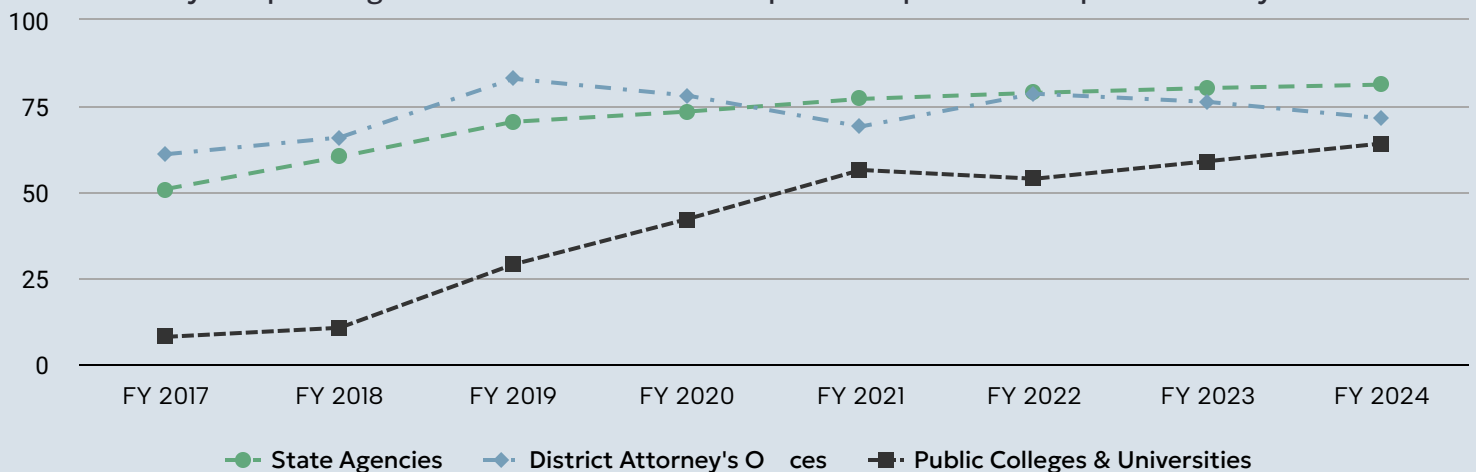
State agencies, district attorney's offices, and public colleges and universities are required to submit an Annual RDA Implementation Report summarizing records activities from the previous fiscal year, including information about records destroyed. The Annual RDA Implementation Report for FY 2024, summarizing activity between October 2023 and September 2024, was due January 15, 2025.

ENTITIES REPORTING IN FY 2024

85.45% of state agencies
76.19% of district attorney's offices
82.05% of public colleges and universities

PERCENTAGE OF FULLY COMPLIANT ENTITIES

Fully compliant agencies have submitted all requested reports for the previous five years.



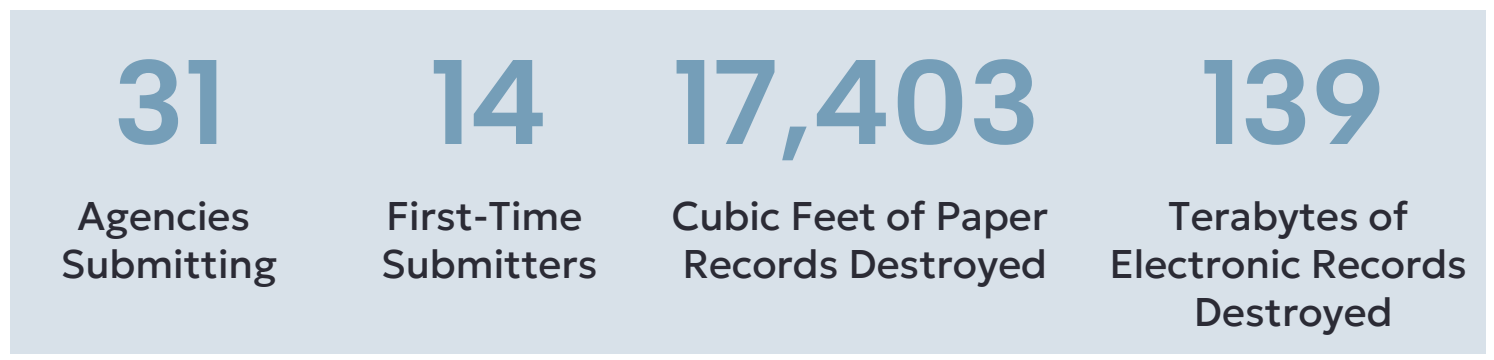
FY 2024 RECORDS DESTRUCTION

	Paper records destroyed in FY 2024 (in cubic feet)	Electronic records destroyed in FY 2024 (in GB)
State Agencies	26,398 cf	85.37 GB
District Attorney's Offices	1,324 cf	52.56 GB

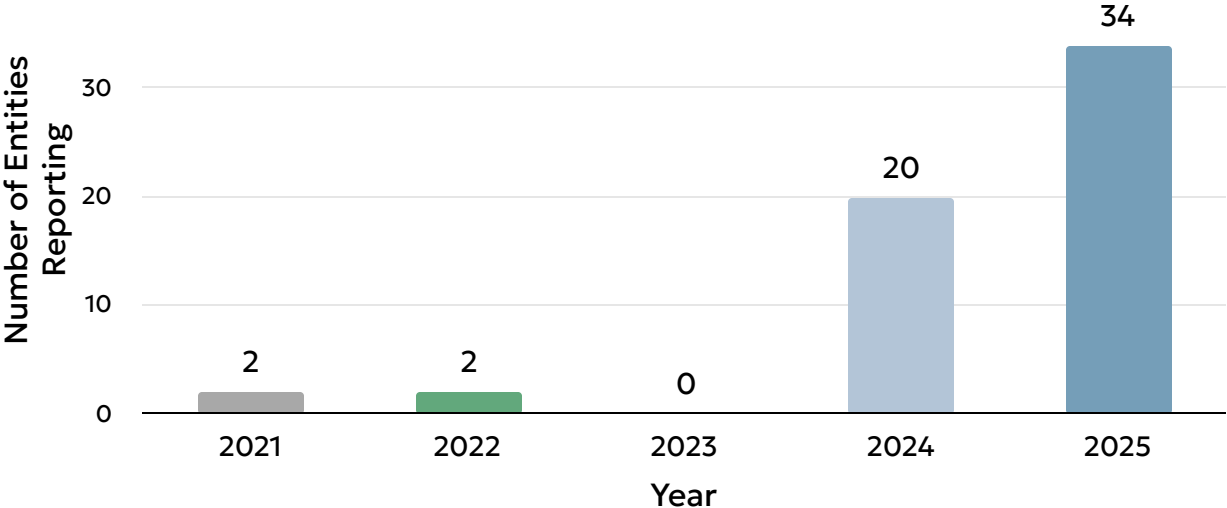
Archivists did not require FY 2024 destruction data from public colleges and universities.

HEALTH CARE AUTHORITIES ANNUAL REPORTING

While most local government agencies in Alabama must request preapproval before destroying obsolete records, health care authorities (HCAs) and public hospitals instead submit an Annual Report. In FY 2025, archivists continued an extensive campaign to educate Health Care Authorities and Public Hospitals about the Annual Report requirement. Continued outreach yielded a further increase in report submissions and additional opportunities for collaboration. A major milestone in staff outreach came in July 2025, when archivists offered records management training to the Alabama Association of Health Information Management (AAHIM).



NUMBER OF AUTHORITIES SUBMITTING



STATE RECORDS CENTER

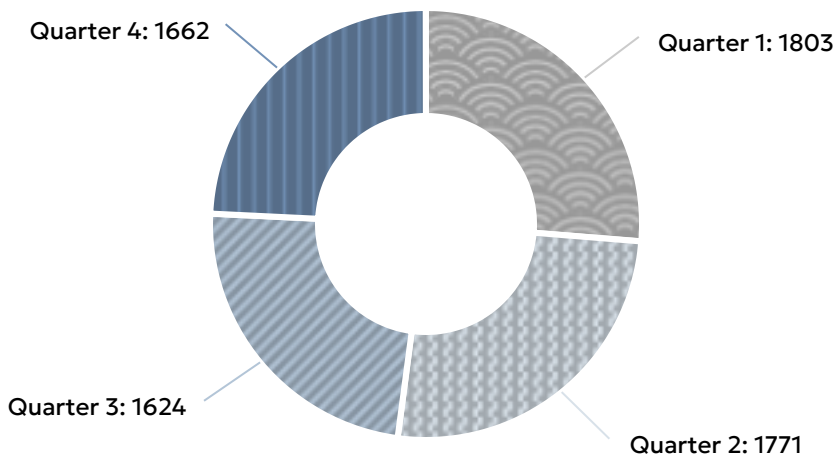
RECORDS CENTER SERVICES

Retains state agency temporary records and tracks the authorized destruction dates for a monthly fee per box.

Provides storage and access services for state agency temporary paper records.

Provides archival boxes for the transfer of permanent records to the ADAH and assists with the transport of records.

RECORDS REQUESTS



BY THE NUMBERS

38,618

Cubic Feet Housed

7,497

Cubic Feet Destroyed

6,860

Records Requests

2,184

Cubic Feet Transferred

Interested in storing temporary agency records at the State Records Center?

Contact us at

Record.Center@archives.alabama.gov
or **334-277-9898**.

LOCAL OBSOLETE RECORDS DESTRUCTION

FISCAL YEAR 2025 RESPONSES

The Code of Alabama 1975 § 41-13-23 mandates that "no county, municipal, or other local government official shall cause any county, municipal, or other local government record to be destroyed or otherwise disposed of without first obtaining the approval of the Local Government Records Commission." Records Management Section staff, in their role as support staff to the Local Government Records Commission, review all Local Government Records Destruction Notices prior to destruction to verify that the records are eligible to be destroyed. Local government offices are not required to destroy records each year; however, offices that choose to dispose of eligible obsolete records must receive permission before completing destruction.

RDA Type	Quantity of Notices Submitted	Quantity of Distinct Entities Reporting	% Reporting	Total Cubic Feet of Obsolete Paper Records Destroyed
911 Emergency Communications Districts	3	3	3.53%	33.00
Archives and Museums	0	0	0.00%	0.00
Boards of Education	445	66	47.83%	14,178.97
County Boards of Registrars	3	3	4.48%	133.00
County Commissions	26	15	22.39%	2,309.97
County Probate Offices	25	13	19.12%	1,854.98
County Taxation Offices	17	11	16.42%	2,122.18
Emergency Management Agencies	0	0	0.00%	0.00
Fire Departments	4	4	0.37%	261.00
Law Enforcement Agencies	46	26	6.39%	6,255.48
Municipalities	206	67	14.53%	9,380.64
Public Libraries	7	6	3.06%	76.75
Racing Commissions	1	1	25.00%	127.00
Regional Planning Commissions	0	0	0.00%	0.00
Total	783	215	n/a	36,732.97

RECORDS MANAGEMENT OUTREACH

Records Management Archivists work with governmental bodies throughout the state to ensure that public officials understand their legal records responsibilities and implement best practices.

Assistance is available to employees of local government offices, state agencies, district attorneys' offices, and public colleges and universities. Archivists held free, open-registration, virtual training sessions throughout the year, including 8 sessions for local officials, 3 sessions for state employees, and 1 session for public college and university staff. Upon request, staff additionally provide individualized assistance through site visits, collaborative projects, retention schedule consultations, agency-specific training, and storage condition examinations.

BY THE NUMBERS

1,138

Attendees

71

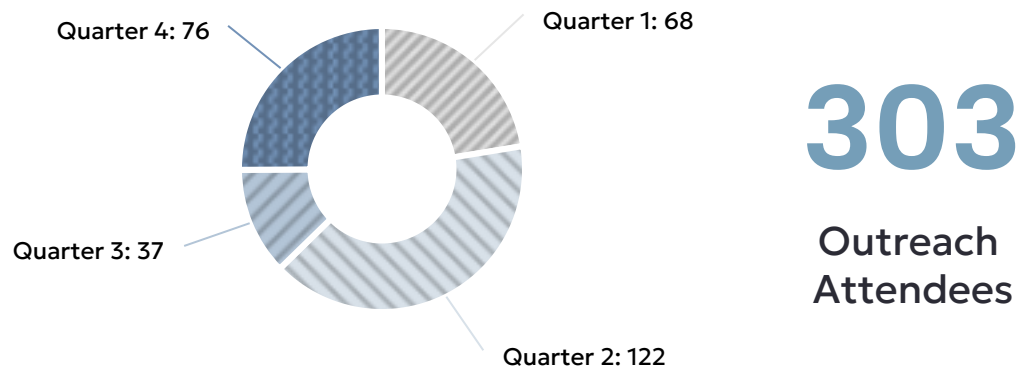
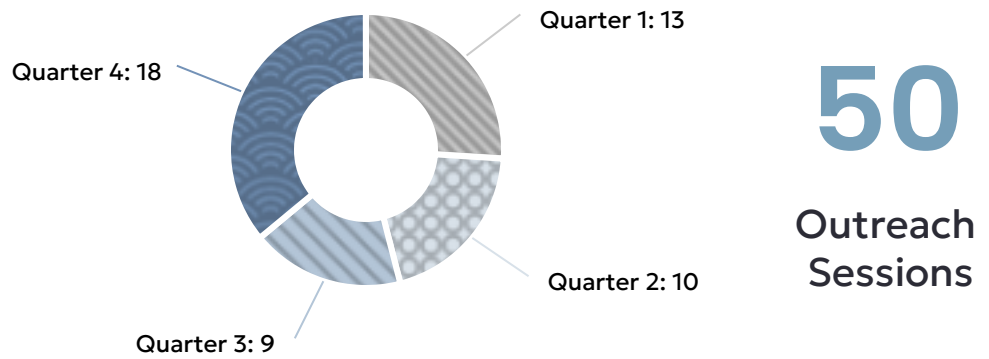
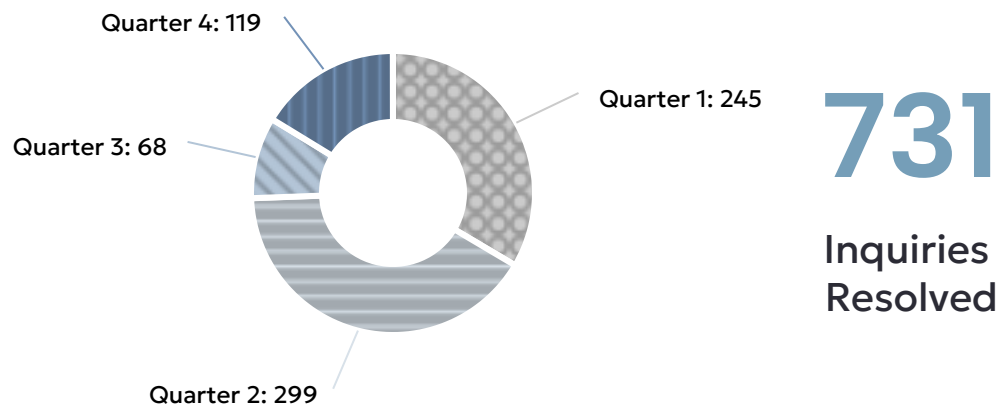
Outreach
Sessions

1,678

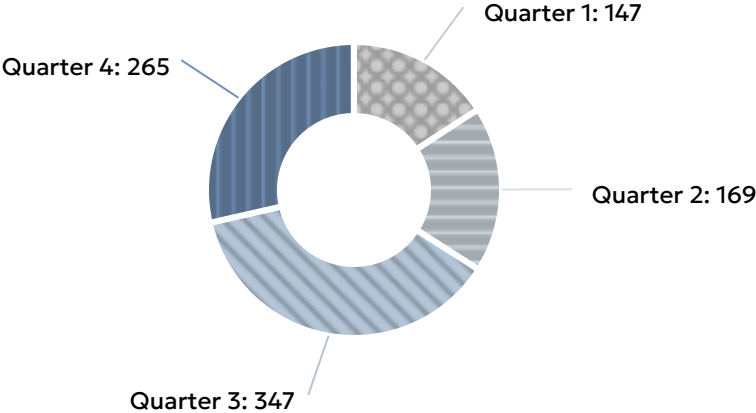
Inquiries Answered



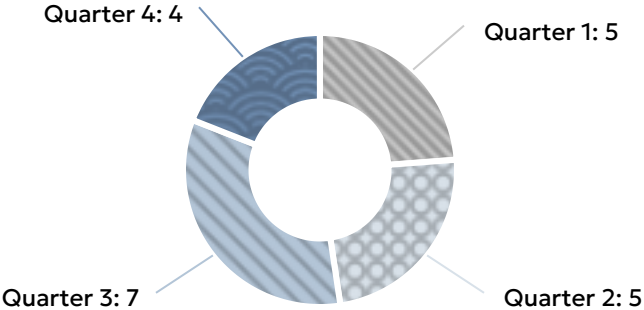
STATE GOVERNMENT OUTREACH



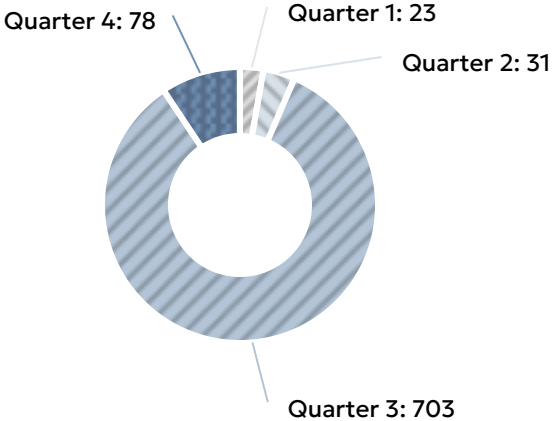
LOCAL GOVERNMENT OUTREACH



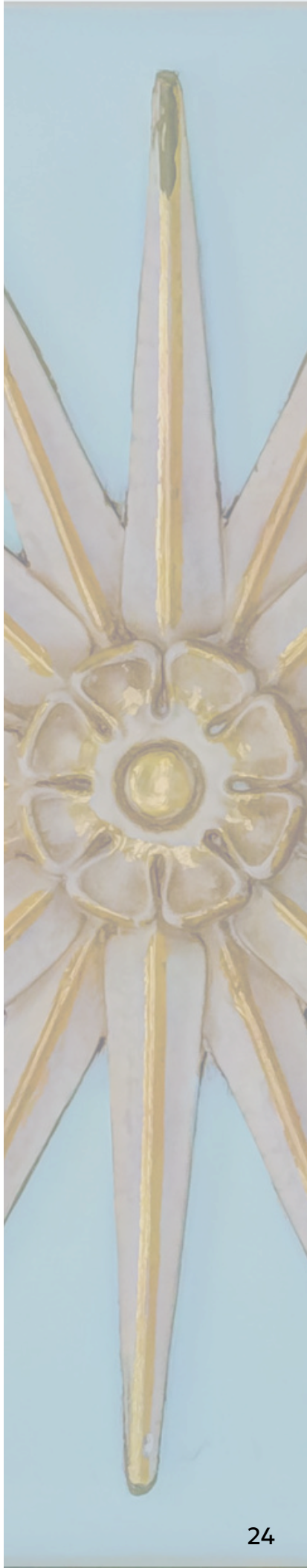
928
Inquiries Resolved



21
Outreach Sessions



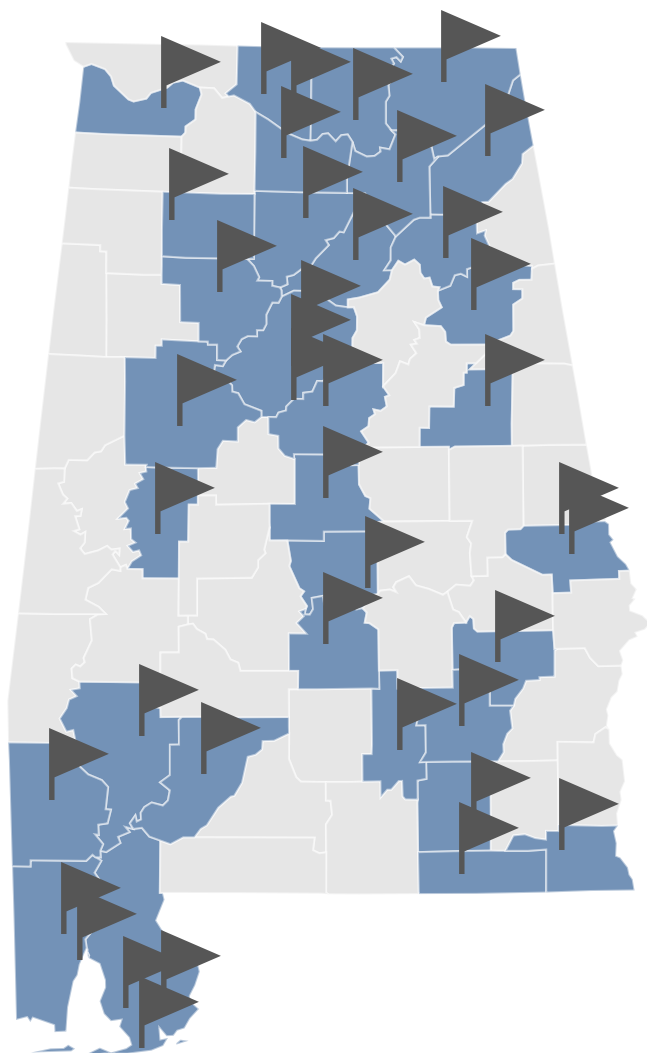
835
Outreach Attendees



LOCAL GOVERNMENT OUTREACH

FISCAL YEAR 2025 CONTACT MAP

Records Management Archivists provide records management training to local government officials across the state on best practices for records storage, destruction, and preservation. In FY 2025, Records Management Archivists met with local representatives in the following locations across the state:



- City of Andalusia
- City of Anniston
- City of Athens
- Baldwin County
- Blount County
- Bullock County
- Calhoun County
- Clarke County
- City of Clanton
- Clay County
- Colbert County
- Crenshaw County
- Cullman County
- DeKalb County
- City of Dothan
- City of Elberta
- City of Enterprise
- City of Foley
- City of Gadsden
- Geneva County
- City of Gulf Shores
- Hale County
- City of Hartselle
- City of Hoover
- Houston County
- City of Huntsville
- City of Jackson
- Jackson County
- Jefferson County
- Lee County
- Limestone County
- Lowndes County
- Marshall County
- City of Mobile
- Mobile County
- Monroe County
- Morgan County
- City of Muscle Shoals
- City of Opelika
- City of Pelham
- City of Prattville
- City of Saraland
- City of Tarrant
- City of Troy
- City of Tuscaloosa
- Tuscaloosa County
- Walker County
- Washington County
- Winston County

PERMANENT RECORDS TRANSMITTALS

One of the core responsibilities of the Appraisal and Records Management Section is to facilitate the transmittal of permanent state agency records into archival holdings. Permanent records are documents that the State Records Commission has determined to have enduring historical value and should be preserved to reflect agencies' work for future Alabamians. Most permanent records listed in an agency's RDA are eligible for transfer to the Alabama Department of Archives and History. Transferring permanent records helps ensure that records are preserved and facilitates access by agency staff and researchers for years to come.

When state agencies are ready to transfer custody of permanent records to the Alabama Department of Archives and History, Records Management Archivists coordinate with employees to identify, organize, and transmit records to facilitate future access.



BY THE NUMBERS

121.5

Cubic Feet of
Records
Transmitted

276.78

GB of Records
Transmitted

109

Agencies
Transmitting
Records

101

Oversized Items
Transmitted

8

Artifacts
Transmitted

SUMMARY OF PAPER RECORDS TRANSMITTALS

Alabama Credit Union Administration	Date Range	Cubic Feet
Credit Union Audit Reports	2016-2024	6
Alabama Holocaust Commission	Date Range	Cubic Feet
Project Files, Policies and Procedures, Administrative Files, Meeting Files, Biographical Files, and Publicity Files	1989-2025	2
Alabama State Council on the Arts	Date Range	Cubic Feet
Grant Files	2016-2021	33
Department of Archives and History	Date Range	Cubic Feet
Convict Records, Publicity Files, Educational Programmatic Project Files, Administrative Files, and Photographs	1890-2024	4.39
Bicentennial Commission	Date Range	Cubic Feet
Publicity Files, Photographs, Project Files	2017-2019	0.52
Department of Corrections	Date Range	Cubic Feet
Audiovisual Materials, Photographs, Publicity Files	1985-2007	2.25
Department of Finance	Date Range	Cubic Feet
Executive Budget	1997-2023	1
Office of the Governor	Date Range	Cubic Feet
Administrative Files	1956	0.01
State Health Planning and Development Agency	Date Range	Cubic Feet
Meeting Files	2021-2025	1

SUMMARY OF PAPER RECORDS TRANSMITTALS (cont.)

Historical Commission	Date Range	Cubic Feet
Federal Tax Credit Certification	2020-2022	7
Legislature – House of Representatives	Date Range	Cubic Feet
Committee Files, Community Service Grant Records	1970-2023	5
Governor's Commission on Physical Fitness and Sports	Date Range	Cubic Feet
State Publications, Project Files, Publicity Files, Meeting Files, and Photographs	1969-2019	2
Department of Public Health	Date Range	Cubic Feet
Administrative Files, Publicity Files	1931-1995	5
Department of Revenue	Date Range	Cubic Feet
Deed Books	2022-2024	1.46
Secretary of State's Office	Date Range	Cubic Feet
Bills and Resolutions - House Records, Bills and Resolutions - Senate Records, Enrolled Acts	2023-2025	21.87
Alabama Supreme Court	Date Range	Cubic Feet
Supreme Court Case Files	1916-1982	26
Department of Workforce	Date Range	Cubic Feet
Grant Reports, Monitoring Final Reports	2002-2018	3

SUMMARY OF OTHER ELECTRONIC RECORDS TRANSMITTALS

Attorney General's Office	Date Range	MB
Opinions	2023-2024	41.68
Child Abuse Neglect and Prevention Board	Date Range	MB
Training and Education Files	2024	5.97
Department of Commerce	Date Range	MB
Grant Reports	2024	11.12
Court of Criminal Appeals	Date Range	MB
Court of Criminal Appeals Case Files	2024	5
Examiners of Public Accounts	Date Range	MB
Audit Reports	2022-2024	2,089.10
State Health Planning and Development Agency	Date Range	MB
Certificates of Need, Meeting Files	2007-2024	17.88
School of Mathematics and Science	Date Range	MB
Publicity Files	2023-2024	3.13
Department of Public Health	Date Range	MB
Administrative Files, Publicity Files	2024	6.14

Continued on next page

SUMMARY OF OTHER ELECTRONIC RECORDS TRANSMITTALS (cont.)

Secretary of State's Office	Date Range	MB
Voter Registration Database; State Campaign Disclosure Report Files; Legislative Acts Database; Boards and Commissions Database; Statutory Filings Database; Business Entity Database; Trademark, Trade Name, and Service Mark Database; Notaries Database; Publicity Files; Senate Journals and House Journals	2013-2025	214,137.71
University of West Alabama	Date Range	MB
Administrative Files	2024	0.60
Women's Commission	Date Range	MB
Administrative Files	2022-2024	1.74

ARTIFACT AND OVERSIZED TRANSMITTALS

Department of Archives and History - 4 items

Alabama Bicentennial Commission - 4 items

Department of Conservation and Natural Resources - 100 items

Alabama Legislature: House of Representatives - 1 item

ONGOING ELECTRONIC RECORDS COLLECTION INITIATIVES

Records Management Archivists collect certain electronic records on an ongoing basis. This includes state publications, registers and rosters, organizational charts, and meeting files. While electronic records make information more accessible than ever, electronic formats are uniquely susceptible to records loss due to staff turnover, data corruption, and data migration. Records Management staff request that agencies transfer these targeted records on an annual basis to ensure that critical documentation is preserved for future research.

MEETING FILES

The Code of Alabama 1975 § 36-25A-4 requires all governmental bodies, including state agencies, to "maintain accurate records of its meetings... setting forth the date, time, place, members present or absent, and action taken at each meeting." These records typically come in the form of minutes and may be accompanied by agendas and packets; collectively, these materials are referred to as "meeting files." The ADAH collects meeting files for preservation to ensure that future generations of Alabamians can access information about how agency decisions are made.

2,147.49

MB Transferred

47

Transferring Agencies

STATE PUBLICATIONS

State Publications consist of newsletters, annual reports, and special reports that agencies publish for wide consumption by the public. Staff collect electronic state publications to document how agencies represent their work to their stakeholders.

2,845.20

MB Transferred

759

Publications Transferred

77

Transferring Agencies

ONGOING ELECTRONIC RECORDS COLLECTION INITIATIVES

REGISTERS AND ROSTERS

The State of Alabama licenses more than 140 different occupations. Licensing boards create registers and rosters to document which individuals may practice a profession in the state of Alabama. Archivists view rosters as valuable genealogical resources for future researchers and documentation of industry regulation in the state.

104.43

MB Transferred

36

Transferring Agencies

ORGANIZATIONAL CHARTS

Records Management Staff began collecting organizational charts from state agencies and public colleges and universities in FY 2021. Organizational charts offer insight into agency structure, programs, and staffing, making them a valuable tool for researchers.

76.92

MB Transferred

51

Transferring Agencies

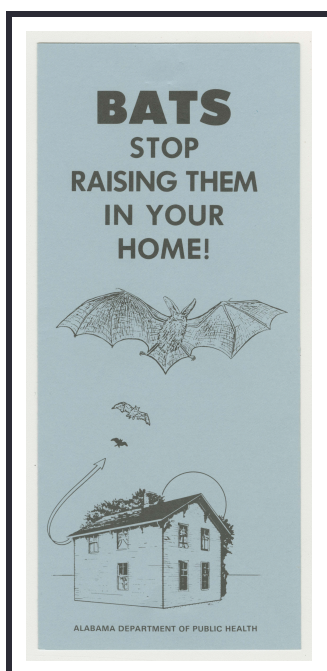
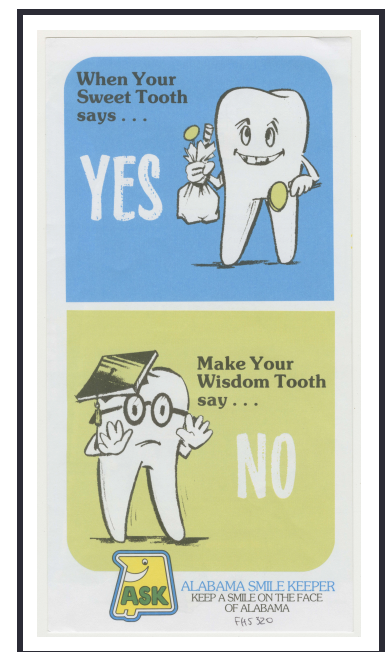


TRANSMITTAL HIGHLIGHT

DEPARTMENT OF PUBLIC HEALTH PAMPHLETS AND PUBLIC SERVICE ANNOUNCEMENTS

In September 2025, the Archives accessioned a collection of brochures and public service announcements from the Alabama Department of Public Health. Ranging from the 1980s through the 1990s, these records document the Department's efforts to combat disease and address epidemics in Alabama through educational materials adorned with eye-catching graphics.

Notable pamphlets highlight familiar endemic diseases and pests. These publications offer precautionary advice for staving off rat and bat infestations, further educating audiences on the rabies risks associated with these rodents. Handouts warning about common parasites that afflict children provide recommended hygiene practices to prevent further infection. Researchers may also find lighthearted infographics on oral hygiene aimed at children, such as the benefits fluoride provides for preventing tooth decay, and recommendations for reducing excessive tobacco and alcohol use.



Publications targeting new parents advise on newborn care practices, including feeding recommendations, assistance programs for parents struggling financially, recommended vaccination schedules, and car seat installation. These materials, paired with seatbelt and airbag safety public service announcements, showcase the Department's mission to ensuring the next generation of Alabamians remained safe and healthy.

Public service announcements encouraged precautionary measures like vaccination to prevent seasonal infection and protect against endemic disease. New and unfamiliar conditions at the time, namely HIV/AIDS, concerned Alabamians, and the Department's materials on the condition educated the public on lowering transmission risks.

Those interested in the history of medicine and public health will enjoy this collection's charismatic graphics and detail-rich recommendations for a healthier Alabama.

TRANSMITTAL HIGHLIGHT

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES MAPS

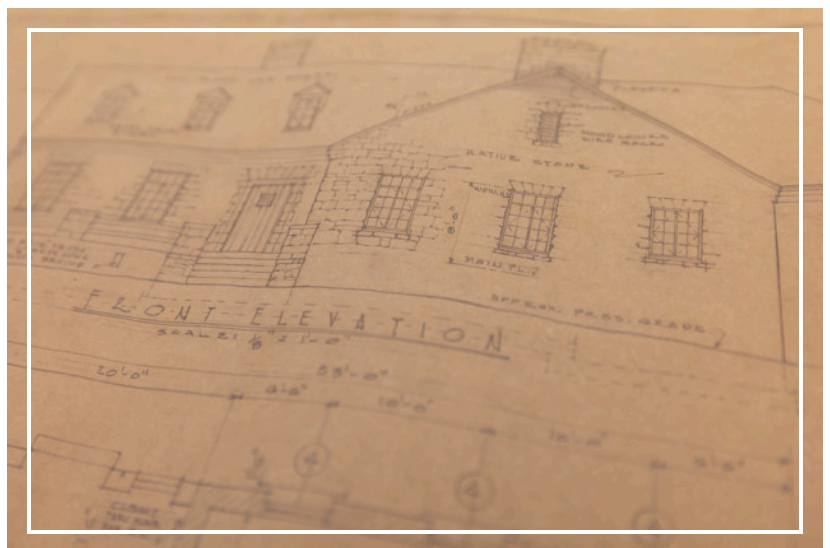
In February 2025, the Alabama Department of Archives and History (ADAH) accessioned 18 sets of maps and related records created between 1935 and 2022 from the Alabama Department of Conservation and Natural Resources (DCNR). These maps detail public lands managed entirely or in part by DCNR.

Most accessioned map sets are Alabama State Park master plans. These master plans outline long-term visions for the parks and include details such as proposed park layouts, construction requirements, engineering schematics, and architectural drawings. Civilian Conservation Corps (CCC) workers used

some of these master plans, including those of Gulf State Park, Cheaha State Park, and Monte Sano State Park, to build and renovate state parks during the Great Depression. Many of Alabama's state parks were constructed during the Great Depression, when New Deal programs, including the CCC, provided unemployed laborers with meaningful work and, more importantly, wages. These records serve as monuments, not just to Alabama's breathtaking public parks, but also to the survival and tenacity of our forebearers and the hard work required to make our state's natural wonders accessible to visitors.

Other accessioned maps detail land tracts held in the Forever Wild Land Trust (FWLT). The Alabama Legislature created the FWLT in 1992 to enable the state to acquire and protect wildlands with special recreational, scientific, educational, and natural value. As of December 2025, the FWLT has secured more than 284,000 acres of land in Alabama for public use. DCNR manages FWLT lands. FWLT maps accessioned include those of the Big Canoe Creek and Tannehill Ayers Additions.

Conservationists, engineers, architects, fishermen, hunters, campers, environmentalists, labor historians, and nature mystics will find a wealth of insights in these maps.



*Architectural drawing from Cheaha State Park
in Clay and Cleburne Counties, Alabama*

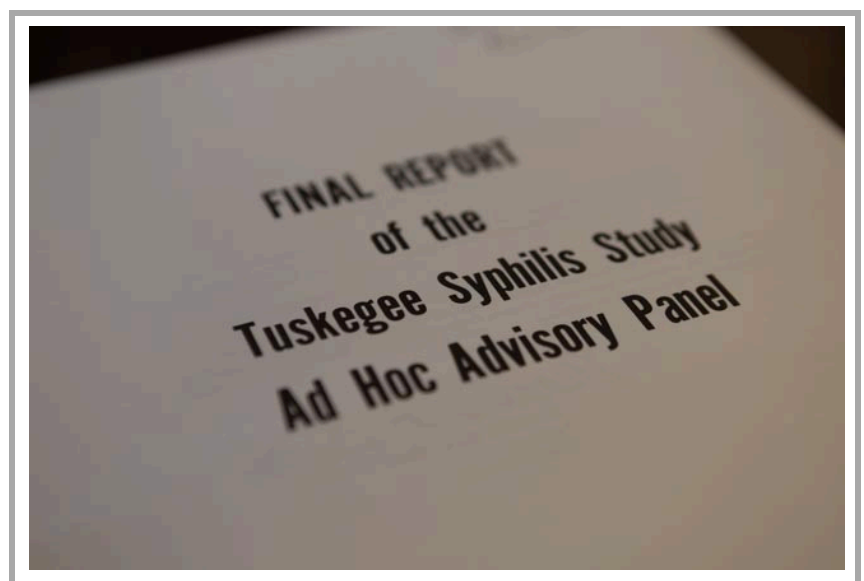
TRANSMITTAL HIGHLIGHT

DEPARTMENT OF PUBLIC HEALTH TUSKEGEE SYPHILIS STUDY FILES

In November 2024, the Archives accessioned a collection of records from the Alabama Department of Public Health documenting the Tuskegee Syphilis Study. Between 1932 and 1972, the United States Public Health Services and the Centers for Disease Control and Prevention conducted a medical study on African American men in Tuskegee, Alabama. Participants fell into two categories: those infected with syphilis and an uninfected control group. Neither group knew the study's intended purpose, only that the study's conductors promised free medical care to participants. The study observed untreated syphilis's effect on men over a prolonged period, with little concern for the participants' wellbeing. What began as a six-month study instead lasted forty years, affecting hundreds of unsuspecting men.

Within this collection, copies of medical journals, newspaper articles, and legal correspondence document the events that transpired in Macon County, highlighting the study's unethical methodology. Documents focusing on the Alabama public's reaction after the study became widely known capture the confusion and outrage surrounding this maltreatment.

Victims filed legal action against the federal government in 1973. *Pollard v. United States* raised concerns over civil rights violations; consequently, this lawsuit put Alabama back in the national spotlight. Legal files related to this case complement the medical journals, providing an in-depth exposé into the abuses that transpired under the guise of medical science. Those interested in public health, legal, and civil rights history in Alabama may find this collection invaluable for research purposes.



TRANSMITTAL HIGHLIGHT

SIGNED DESIGN POSTER OF NEW STATE HOUSE

In 2025, the Archives received a signed poster depicting the design for the new statehouse. Signatures on the poster include members of the Legislative Council, made up of state Senate and House of Representative members, whose existing responsibilities include the process of financing and constructing the new statehouse. Once construction of the new building is complete, Act 2025-351 also empowered the Council to oversee the demolition of the existing statehouse.

The legislature met in the state Capitol's historic legislative chambers for 135 years. Relocation to the former Highway Department building in 1986 enabled much-needed restoration of the Capitol to occur and allowed for many legislators and legislative staff to have office space for the first time. Over the decades, the needs of legislators, legislative staff, and the public once again outgrew their current space.

Construction on the new statehouse began in late 2023. This action came after years of complaints that the existing building did not adequately meet the needs of the legislators, their staff, or the public. The new statehouse is scheduled to open for the 2027 legislative session.



A view of the State House in progress from December 2025.

TRANSMITTAL HIGHLIGHT

GOVERNOR'S COMMISSION ON PHYSICAL FITNESS AND SPORTS RECORDS

The Governor's Commission on Physical Fitness and Sports promotes and sponsors public fitness programs across the State. In FY 2025, the Commission transmitted to the ADAH a wide array of materials such as state publications and annual reports, internal outreach and planning documents, and programs for the Alabama Special Olympics and Alabama Masters Games which cover initiatives sponsored by the Commission and its partners.

The Commission's annual reports from 2006 to 2019 provide a rich look into the progress of the organization and its duties, such as supporting national, state, and local efforts to promote lifelong fitness and health. The reports showcase their many partnerships with other organizations, such as the Alabama Special Olympics, the Alabama Senior Olympics, the Alabama Masters Games, and the Alabama Sports Festival.

Select internal reports, meeting minutes, and event programs spanning nearly half a century for the Alabama Special Olympics detail the founding of the Special Olympics in 1969 and their work with the commission through the 1990s serving more than ten thousand annual participants.

Originating in Oxford, Alabama, in the late 1980s, the Alabama Masters Games developed as a more accessible form of the Senior Olympics for Alabamians aged 50 and older. Detailed programs dated between 1991 and 2009 show the games being held annually in different Alabama cities, hosting hundreds of participants enjoying fourteen different sports and activities.

Patrons interested in the histories of sports medicine, the Special Olympics, or senior health and fitness may find this collection useful for their research.



University of Alabama football coach Ray Perkins and Auburn University football coach Pat Dye were named honorary head coaches of the 1985 Special Olympics by commission chair and Alabama Special Olympics chair State Senator Hinton Mitchem.

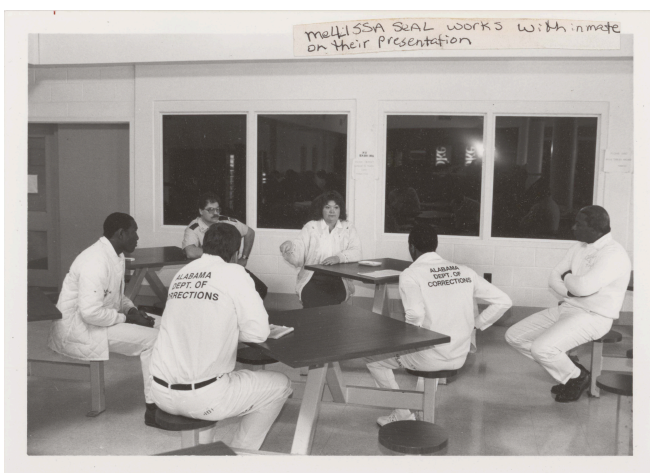
TRANSMITTAL HIGHLIGHT

DEPARTMENT OF CORRECTIONS PHOTOS

In August 2025, the Archives accessioned a series of photographs taken during the 1980s from the Alabama Department of Corrections. This collection showcases intimate moments for Department of Corrections employees and inmates. These photographs capture department celebrations, including promotion ceremonies and annual picnics with whole families enjoying the festivities. Accompanying these staff moments, we see life from the inmates' perspectives and get a glimpse into another component of the carceral system: rehabilitation.

These photographs document life for Alabama's inmates navigating the system during the 1980s. The individuals captured on film found opportunities to express creative interests, forge relationships with their fellow incarcerated persons, and seek opportunities to rehabilitate themselves for the next stage of their lives after serving their sentences. Images of basketball games on blacktop courts in the yard, intermixed with artistic murals give insight into how inmates found comfort and leisure during difficult times. Others found solace in workshops designed to strengthen their professional presentation for court hearings. Inmates navigated the prison system carefully, seeking opportunities to express themselves and to escape the daily hardships life behind bars brought with it, albeit briefly.

Students and scholars focusing on carceral studies may benefit from exploring these photographs, as they provide an invaluable glimpse into Alabama's prison environment during the 1980s and reinforce the human interaction element often forgotten when discussing this aspect of society.



Selected photos from the collection capture interactions between agency staff and inmates.

TRANSMITTAL HIGHLIGHT

ALABAMA HOLOCAUST COMMISSION RECORDS



A proclamation from the Alabama Governor's office declaring April 16 – April 23, 2023, as "Days of Remembrance" in the state of Alabama on behalf of the Alabama Holocaust Commission.

In April 2025, the Alabama Department of Archives and History accessioned two cubic feet of records from the Alabama Holocaust Commission, created by the State Legislature in 1999 to provide Holocaust and genocide education awareness programs throughout the state. The Commission seeks to foster understanding of human rights and equal protection under the law. Through a combination of both public and private funding, the Commission provides educational resources, grants, and outreach programs.

The Alabama Holocaust Commission has two education centers: the Alabama Holocaust Education Center in Birmingham and the Gulf Coast Center for Holocaust and Human Rights Education in Mobile.

Over the course of several years, the Alabama Holocaust Advisory Council worked with state legislators to draft and pass legislation to establish the Alabama Holocaust Commission. These efforts are documents in newspaper clippings, notes, form letters, typed legislative drafts, and printed emails.

Other records include administrative files, photographs, meeting files, outreach materials, correspondence with elected officials, proclamations, and commission bill development records. Other items of note include materials on the Commission's education initiatives, such as the creation of their educator toolkits.

The Commission recently worked closely with the Alabama Department of Education to update course curriculum and state standards relating to social studies to include more comprehensive Holocaust studies in fifth, ninth, and eleventh grades. These records demonstrate the Commission's commitment to their mission to foster genocide education and promote human rights violations awareness to Alabamians of all ages. These newly transmitted records showcase the development and continued existence of the Commission and provide invaluable insight to researchers seeking further information on Alabama's Jewish community and genocide education efforts.

RECORDS MANAGEMENT STAFF

As of 2025, the Records Management Section staff consists of nine members, including two State Records Center specialists. In their day-to-day work, staff may field questions about records management principles, consult with public officials to develop and write retention schedules, conduct training, perform assessments of records storage spaces, approve the destruction of obsolete records, facilitate the intake of permanent state records into the ADAH, and write technical guidance for public audiences, among other responsibilities. Section staff are assisted by student workers, who provide administrative support while learning about opportunities in archival and history fields.

In FY 2025, the Records Management Section welcomed two new staff members: Chase Stephens and Elizabeth Meads. Read on to meet our new section members in staff highlights!



NEW STAFF HIGHLIGHT

CHASE STEPHENS

How did you end up working at the Alabama Department of Archives and History?

While finishing my doctoral program at Auburn University, one of my professors directed me towards a Records Management Archivist job posting at the Archives. I was familiar with archivists' work, but I was trained as an historian and was unsure if I would be a good fit. Researching the position dispelled that concern, and I put in an application. After going through the interview process and accepting the offer, I can definitively say this experience has been the breath of fresh air I didn't know I needed after a long academic journey. I am eternally grateful for this opportunity, and for that professor encouraging me to take that chance.

What is your role?

I work with both local and state agencies to determine best records management practices in their daily operations. At the local level, I assist local government employees navigate their agency's Records Disposition Authority, work with them to legally destroy eligible temporary records, and offer guidance for best permanent record storage practices. Working with state agencies involves larger and more long-term projects. These projects involve working with employees across various departments to revise their Records Disposition Authority to better reflect the records created during daily operations, further ensuring the agency practices efficient records management habits.

What is something you enjoy about working in records management?

I enjoy the variety of tasks I encounter on a regular basis. Whether it is communicating with local agents from across the state or researching an agency for a new revision project, there is never a shortage of rabbit holes to find yourself getting lost in.

What do you view as the biggest challenge facing the profession today?

Communication. If we can effectively communicate our role to the public and government agencies, we can hopefully build stronger relationships and gain more supporters for the Archives' mission.

What are your hobbies when you are not a work?

I am a homebody at heart, so that is where I can most often be found. This typically means spending time with my wife catching up on shows or movies and enjoying whatever new recipes we collectively find. I am also an avid World of Warcraft player and have played consistently since 2008.



NEW STAFF HIGHLIGHT

ELIZABETH MEADS

How did you end up working at the Alabama Department of Archives and History?

I started as a part-time student worker with Digital Assets in the Archives Division starting in January 2020 before the COVID-19 pandemic cut my time short. Between then and May 2022, I graduated with a bachelor's in history from Auburn University at Montgomery and a master's in library and information studies with an archival certificate from the University of Alabama. When a position in the Collections Section opened, staff remembered me from my time as a student worker and were excited to bring me on board in July 2022. I left in July 2024 to pursue a career in federal government with the Air Force Historical Research Agency. Due to the fluid nature of federal employment in the last year, I sought a different position and am thrilled to be working for the ADAH again as a Records Manager.



What is your role?

I have a hybrid role, splitting my time between working at the main building downtown and the State Records Center. At the Records Center, I support operations such as destructions, temporary transmittals, and courier services to various state agencies. When I am at the main building, I collaborate with colleagues in writing small Records Disposition Authorities, conducting training sessions for state and local government, and working adjacently with Collections staff for permanent transmittals.

What do you view as the biggest challenge facing the profession today?

I think the biggest challenge is explaining why our work as archivists is so critical to the function of government. For most people, when you tell them you work professionally as an archivist, most do not know what that job is, what it does, and why it's important. As a profession, we need to be more vocal about our duties and responsibilities and convey why our positions are needed.

What is your superpower?

I have a knack for creating memes that are understandable for staff in the Archives Division. I had an academic paper on the archival significance of memes published in [Provenance](#), the official journal of the Society of Georgia Archivists!

What are your hobbies when you are not at work?

I partake in what many friends call "grandma hobbies." I crochet, read, and have recently developed an interest in competition baking. I enjoy spending time with my fiancé, Matt, and our six rescue cats. I am also well-versed in nearly all Star Wars media, including movies, limited series, animated shows, and video games.



CONTACT US

BECKY HEBERT

Becky.Hebert@archives.alabama.gov | 334-353-5039

CHRIS BERTOLINI

Chris.Bertolini@archives.alabama.gov | 334-353-4702

CHARLES BUSBY

Charles.Busby@archives.alabama.gov | 334-353-1103

MICHAEL GRISSETT

Michael.Grissett@archives.alabama.gov | 334-353-4594

DEVON HENSCHEL

Devon.Henschel@archives.alabama.gov | 334-353-4693

REBECCA JACKSON

Rebecca.Jackson@archives.alabama.gov | 334-353-4615

SOPHIE LAW

Sophie.Law@archives.alabama.gov | 334-353-4706

ELIZABETH MEADS

Record.Center@archives.alabama.gov | 334-277-9898

CHASE STEPHENS

Chase.Stephens@archives.alabama.gov | 334-353-4636

GENERAL INQUIRIES

RecordsManagement@archives.alabama.gov

STATE RECORDS CENTER

Record.Center@archives.alabama.gov | 334-277-9898