



## ANNUAL RECORDS DISPOSITION AUTHORITY IMPLEMENTATION RPT. FOR PUBLIC COLLEGES & UNIVERSITIES

### Administrative Information

- ❖ Educational Institution Name: \_\_\_\_\_
- ❖ Fiscal year reporting:
  - FY 2025
  - FY 2024
  - FY 2023
  - FY 2022
  - FY 2021
- ❖ Today's Date: \_\_\_\_\_
- ❖ Full name of staff member completing this report: \_\_\_\_\_
- ❖ Submitter's Job Title: \_\_\_\_\_
- ❖ Submitter's Phone Number: \_\_\_\_\_
- ❖ Submitter's Email to which confirmation of submission should be sent:  
\_\_\_\_\_

### Temporary Records

Temporary records are subject to the Records Disposition Requirements of your institution's RDA and can include records maintained onsite and at offsite agency facilities.

- ❖ **Has your institution destroyed obsolete temporary records (paper or electronic) during the past fiscal year?:**

Submitter indicated:

- Yes
- No

*Educational institutions should maintain documentation for obsolete paper and electronic records destroyed. You may submit copies of your destruction notices and associated documentation to [RecordsManagement@archives.alabama.gov](mailto:RecordsManagement@archives.alabama.gov).*

### Permanent Records

The ADAH is committed to assisting state agencies, local governments, and public colleges and universities in preserving historically significant records, in both paper and electronic formats. Preserving your college's or university's permanent records is critical in documenting your institution's legacy for future Alabamians. Please refer to the Public Colleges or Public Universities RDAs for full lists of permanent records series.

These are some of the permanent records your institution should be preserving:

- accreditation reports
- course catalogs
- grant final narrative reports
- President/Chancellor administrative files
- publications (such as newsletters and annual reports)
- publicity files (such as press releases and president/chancellor speech files)
- strategic plans
- student handbooks
- student permanent records

❖ **Educational institutions are obligated to preserve both paper and electronic permanent records.**

- I understand these requirements.

**Permanent Electronic Records**

Records Management staff will be in contact about next steps for the submission of any permanent records.

❖ **Has your institution created an electronic annual report during the reporting fiscal year?**

Annual reports provide valuable insight into an institution's activities. The ADAH collects and preserves electronic annual reports from Alabama's public colleges and universities on an annual basis. The electronic annual reports will be preserved and made available on our electronic records portal, Preservica.

Submitter indicated:

- Yes
- No

❖ **Does your institution have electronic or scanned versions of organizational charts that have not yet been transferred to the ADAH?**

The Alabama Department of Archives and History (ADAH) is collecting both current and previous iterations of electronic or scanned institutional organizational charts, which are critical in documenting educational institutions' operations and priorities over time.

Submitter indicated:

- Yes
- No
- My institution has organizational charts, but I am unsure whether they have been transferred.

❖ **Does your institution have electronic or scanned versions of strategic plans that have not yet been transferred to the ADAH?**

The Alabama Department of Archives and History (ADAH) is collecting both current and previous iterations of electronic or scanned institutional strategic plans, which document educational institutions' long-term goals, objectives, and priorities. These documents may have other titles, such as comprehensive plans or five-year plans.

Submitter indicated:

- ☐ Yes
- ☐ No
- ☐ My institution has strategic plans, but I am unsure whether they have been transferred.

### **Educational Institution Liaison Contacts**

❖ Primary Records Liaison:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Years as Primary Records Liaison:

- ☐ Less than one year
- ☐ 1-2 years
- ☐ 2-5 years
- ☐ 5-10 years
- ☐ 10+ years

❖ (Optional) Additional liaison contacts:

Contact 1:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact 2:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact 3:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Thank you for your hard work in supporting efficiency, transparency, and public stewardship in Alabama government!

**Records Management Section, Alabama Department of Archives and History**

Phone: (334) 353-4706

Email: [RecordsManagement@archives.alabama.gov](mailto:RecordsManagement@archives.alabama.gov)

Web: <https://www.archives.alabama.gov/manage/state>

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