

Special Records Disposition Authorities (RDA) or RDA Revisions That Apply to All State Agencies/Colleges/Universities

1. Disposition for Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies

The Open Meetings Act of 2005 (Code of Alabama, Section 36-25A-1 to 11) requires that governmental bodies with statewide jurisdiction must submit notices of their meetings to the Office of the Secretary of State for posting on the Secretary of State's website. Upon receipt of the meeting notice, the Office of the Secretary of State sends an e-mail to the governmental body as an acknowledgment. The printouts of these e-mails should be preserved for compliance review for three years. At its quarterly meeting on January 25, 2006, the State Records Commission approved the disposition of Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies as an addition to all state agency's Records Disposition Authority (RDA). Please add this disposition to your agency's RDA.

Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies

Disposition: Temporary Record. Retain 3 years.

2. Revision of Retention of State Agency Bid Records

On February 23, 2006, the State Legislature enacted a bill (2006-107) to amend the Code of Alabama, Section 41-16-24, 41-16-27, and 41-16-54, relating to the Competitive Bid Law. The amendment changes the original statement of Section 41-16-24 (b) from "..... all original bids together with all documents pertaining to the award of the contract shall be retained and made a part of the permanent file or records....." to "all original bids together with all documents pertaining to the award of the contract shall be retained in accordance with a retention period established by the State Records Commission" In response to the new amendment, the State Records Commission revised, at its meeting on April 26, 2006, the retention schedule for bid records created/maintained by all state agencies to read as follows:

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

- a. Original Bid Records Maintained in the Purchasing Office of the Agency for Contracts over \$7500
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.
- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened.

3. New Disposition Statement for Ceremonial/Honorary Artifacts Materials

Based on a decision made by the Archives' Acquisition Committee, it is recommended that a new statement be added to the bullet relating to records-related materials that are exempted from the disposition requirements (bold and underlined denote the addition):

Certain records and record-related materials need not be retained as records under the disposition requirements in 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 require; (2) catalogs, trade journals, and other publication received that require no action and do not document government 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 that 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.

4. Contents of Meeting Agendas, Minutes, and Packets.

To better address and define the scope and preservation of official records of formal meetings held by state government entities in Alabama, the State Records Commission issued the following additional guidelines (underlined) at its quarterly meeting on July 25, 2007 for all state agencies, colleges, and public-supported universities:

Formal meeting minutes that have been approved by the State Records Commission for permanent preservation must include meeting agendas, approved and signed minutes, and meeting packets as distributed by staff members of the agency/board/commission for review and/or action by the agency/board/commission during the meeting. Meeting packets may include, but are not limited to, any resolution, ordinance, petition, report, exhibit, and other related supporting documents that were discussed or adopted at a meeting. Meeting agendas and packets should always be attached to the minutes and become part of the official record.