Alabama Board of Examiners in Counseling

Functional Analysis
&
Records Disposition Authority

Presented to the
State Records Commission
July 27, 2000
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Functional and Organizational Analysis of the Alabama Board of Examiners in Counseling

Sources of Information

Representatives of the Alabama Board of Examiners in Counseling:
Dr. Walter H. Cox, Executive Officer
Florence Hemphill, Executive Assistant

- Code of Alabama 1975, Sections 34-8A-1 through 34-8A-23
- Code of Alabama 1975, Section 41-20-1 through 41-20-16 (Sunset Law)
- Code of Alabama 1975, Section 41-22-1 through 41-22-27 (Administrative Procedures Act)
- Alabama Administrative Code, Chapters 630-X-1 through 630-X-13
- Government Records Division, State Agency Files (1989-ongoing)

Agency Organization

The Alabama Board of Examiners in Counseling is composed of seven members who serve staggered terms of five years. The members are appointed by the governor from a list of names submitted by the Alabama Personnel and Guidance Association (Alabama Counseling Association). The board consists of two citizens from the general public, two counseling educators, and three counselors in private practice. A minimum of one of those counselors must be a marriage and family counselor certified by the American Association of Marriage and Family Therapists. A college or university may only have one representative (faculty or staff) as a member of the board at any time. Board members are ineligible for reappointment for a period of three years following the completion of their terms. The board annually elects a chair and vice chair. Meetings are held at least six times annually. The executive officer is responsible for the administration of the agency in accordance with the directives of the board. The executive officer may be a licensed member of the board. Currently the executive officer is a part-time, contract employee. Other staff members are hired as needed. An organizational chart is attached.

Historical Context

In 1979, the legislature created the Alabama Board of Examiners in Counseling to regulate the private practice of counseling in Alabama (Acts of Alabama 1979, No. 79-423, Section 1). The board consists of seven members appointed by the governor. The board is legally authorized to make by-laws and all necessary regulations for the proper performance of its duties and to provide standards regarding the morals, education, and experience for all persons who desire to practice counseling within the State of Alabama. The board is also legally authorized to assist in the
prosecution of violations of the originating act, to make annual reports to the governor, and to appoint/employ all personnel deemed necessary for the discharge of the board’s legally mandated duties and functions (Acts of Alabama 1979, No. 521, Section 3). The board will automatically terminate on October 1, 2000, and every four years thereafter, unless a bill is passed that it be continued, modified, or reestablished (Acts of Alabama 1979, Number 79-423, Section 4; Acts of Alabama 1997, Number 97-154, Section 3).

Agency Function and Subfunctions

The mandated function of the Alabama Board of Examiners in Counseling is to provide for the regulation and licensure of the practice of counseling in Alabama. The board conducts examinations to ascertain qualifications of applicants for licenses, prescribes rules for conducting examinations, institutes and hears charges against licensed counselors, formulates rules for accreditation of counseling schools/continuing education, establishes standards of continuing education, and maintains a register of counselors. The board is one of the agencies primarily involved in carrying out the Regulatory function of Alabama government. In the performance of its mandated function, the board may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** The Code of Alabama 1975, Section 34-8A-5, authorizes the board to adopt and revise rules and regulations necessary for the performance of its duties. This subfunction encompasses activities pertaining to the development of rules and regulations, procedures for licensure, standards for continuing educational programs, and other official policies needed by the board for carrying out its duties and responsibilities.

- **Licensing.** The Code of Alabama 1975, Sections 34-8A-7 though 34-8A-8, authorizes the board to screen and examine applicants for licensure as a licensed professional counselor or certified counselor associate in the state. The board issues a license as a licensed professional counselor to each applicant who files an application and furnishes satisfactory evidence that s/he has fulfilled all of the board’s qualifications for licensure. Each applicant must be at least 19 years of age, be of good moral character, reside in the State of Alabama, have received a master’s degree from an accredited school of higher learning, have completed at least 30 graduate semester hours based primarily in professional counseling, have three years of supervised full-time experience in professional counseling, and have passed all examinations prescribed by the board. When these requirements have been met by the applicant and approved by the board, the board grants a license to the applicant.

The board also issues a certificate as a counselor associate in the state to each applicant who files an application and furnishes satisfactory evidence that he/she has fulfilled all of the board’s requirements for a certified counselor associate. Each applicant must be at least 19 years of age, of good moral character, reside in the State of Alabama, have received a master’s degree from an accredited school of higher learning, and have completed at least
30 graduate semester hours based primarily in professional counseling. The counselor associate cannot practice without the direct supervision of a licensed professional counselor. After three years of supervised full-time experience in professional counseling and the passing of the standard examinations, the certified counselor associate may petition the board for licensure as a professional counselor.

In addition, the board issues licenses or certificates to any individuals who furnish satisfactory evidence to the board that they are licensed as a professional counselor or certified as a counselor associate by another state, if the requirements for licensure or certification in that state are substantially equivalent to those of the State of Alabama.

The board issues provisional licenses to individuals who hold a current license in another state and are attempting to meet the requirements of the State of Alabama. A provisional license is issued for the period of one year and is not renewable. All licensees must renew their respective licenses biennially and complete the required continuing education contact hours prior to license renewal. The number of hours required may vary and is determined by the board. Licensees must also pay biennial renewal fees.

- **Approving Counseling Educational Programs.** The board is responsible for choosing an accrediting agency to survey and approve all counseling educational/continuing education programs in the state and ensure that those programs meet the standards established by the board. The Alabama Board of Examiners in Counseling recognizes the National Board for Certified Counselors as the accrediting agency. The schools and colleges of counseling, accredited from time to time by the accrediting agency, are therefore recognized by the board. Various workshops, classes, and programs are also included in this approval process.

- **Investigating Complaints or Violations.** The Code of Alabama 1975, Section 34-8A-16, authorizes the board to conduct investigations, hearings, and proceedings concerning alleged violations of its rules and regulations. Depending on the findings following investigation, the board may dismiss the case, make an informal disposition, or conduct a formal disciplinary proceeding. In the event that a disciplinary proceeding is needed, the board conducts the hearing in accordance with the Alabama Administrative Procedures Act. As a result of the hearing, the board may reprimand the licensee, place the licensee on probation, or suspend or revoke the license. The board may levy and collect an administrative fine for each violation.

- **Administering Internal Operations.** A significant portion of the board’s work includes general administrative, financial, and personnel activities performed to support its programmatic areas including:
Managing the agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policies and procedures, reporting, litigating, legislating (drafting, lobbying, 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, receiving 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; investing; and issuing bonds.

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; and disciplining.

Managing properties, facilities, and resources: Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; constructing buildings and facilities; leasing and/or renting offices or facilities; providing security for property owned by the agency; insuring property; and assigning, inspecting and maintaining agency property, including vehicles.

Completed: May 2000
Attachment: Organizational Chart
Analysis of Record-Keeping System and Records Appraisal of the Alabama Board of Examiners in Counseling

Agency Record Keeping System

The Alabama Board of Examiners in Counseling currently operates a hybrid record-keeping system composed of paper-based and electronic records.

Paper-based Systems: Most of the board’s records are maintained in paper form and stored on-site.

Computer Systems: The board currently has a PC-based system that operates in a client-server environment. The board has two individual work stations. The board has a server and utilized Microsoft Access, which is a database program. The database software is customized by Cabinet Next Generation. Databases are backed up each day on magnetic tape and stored in the board office. The five tapes are re-used every week for the corresponding day. The board does not have a web site.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Alabama Board of Examiners in Counseling: Temporary Records and Permanent Records.

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

- **Alabama Board of Examiners in Counseling Licensure Files.** The board is responsible for examining and licensing applicants as counselors. These files serve as evidence of the scope of a licensee’s professional practice in this state. A typical licensure file documents the licensee’s professional career in Alabama and may contain a completed application form, examination records, recommendation forms, copies of diplomas and transcripts, and evidence of continuing education. The retention for these files is five years after the end of fiscal year in which the license becomes inactive. Once a licensee has been inactive for a two year period, it becomes necessary that s/he to reapply and take the examination over again.

II. Permanent Records. The Government Records Division recommends the following records as permanent:
Promulgating Rules and Regulations:

- **Meeting Minutes of the Board.** The board is obligated to hold a minimum of one regular meeting each year. Information in meeting minutes may include regulation changes, formal motions, board policy changes, reports from the board’s officers and various internal committees/task forces, actions of the board on applicants, and disciplinary actions. The minutes of these meetings are necessary to document the actions of the board and its members. (RDA page 3-2) *(Bibliographic Title: Meeting Minutes)*

- **Informational Publications.** These publications document the board’s efforts in communicating with the public regarding counseling education and practice, licensure procedures, and other board related services. Publications include, but are not limited to, Administrative Code, Code of Ethics and Standards of Practice, directory, and newsletter. (RDA page 3-2) *(Bibliographic Title: Informational Publications)*

Licensing:

- **Registers of Licensees.** The board maintains a register of all licensees. The register of licensees is maintained in a database and covers the period from 1979 to present. Information available in the register may include name, race, address, continuing education courses/credits, application information, and licensure data. Also included in the database is a register for certified counselor associates. (RDA page 3-2) *(Bibliographic Title: Registers of Licensees)*

- **Directory of Counselors/Counselor Associates.** These records are generated from the Alabama Board of Examiners in Counseling licensure database from time to time. This series is necessary to document information such as who is licensed in Alabama as well as statistical data. A separate roster for certified counselor associates is created. (RDA page 3-2) *(Bibliographic Title: Annual Rosters)*

Approving Counseling Education Programs:

- **Counseling Educational Approval Files.** The board prescribes standards and approves curricula for counseling educational programs. This series documents essential data on all counseling educational programs from initial approval until closure and provides valuable information on the education required for licensure as a counselor. (RDA page 3-3) *(Bibliographic Title: Approval Files for Educational Programs)*
III. Records No Longer Created. The following records were created by the Alabama Board of Examiners in Counseling over time, but are no longer created.

A. Permanent Records.

Licensing:

- Licensure Examination Questions. The board formerly created questions to be used in the examination of the counseling licensure candidates. They currently use a national examination and do not create the questions or the examination. This series was necessary in documenting the change in focus of testing for licensure over time. (RDA page 3-3) (Bibliographic Title: Exams and Answers for State Licensure)

Completed: May 2000
Permanent Records List
Function: Regulatory
Alabama Board of Examiners in Counseling

Promulgating Rules and Regulations:

1. Meeting Minutes of the Board
2. Informational Publications

Licensing:

1. Registers of Licensees
2. Directory of Counselors/Counselor Associates
3. Licensure Examination Questions

Approving Counseling Educational Programs:

*1. Counseling Educational Program Approval Files

*indicates records that ADAH anticipates will remain in the care and custody of the creating agency.
(ADAH staff members are 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 Board of Examiners in Counseling 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, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission’s staff, in cooperation with representatives of the Alabama Board of Examiners in Counseling. The RDA lists records created and maintained by the Alabama Board of Examiners in Counseling in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the board to implement records destruction.

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 made available to members of the public. Under Code of Alabama 1975, Section 36-12-40, “every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute.” Records must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 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 ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the Alabama Board of Examiners in Counseling records. Copies of superseded schedules are no longer valid and should be discarded.

- The RDA establishes retention and disposition instructions for records, regardless of the medium on which those records may be kept.

- Electronic mail 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.

- Some temporary records listed under the Administering Office Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.

- Certain other record-related materials need not be retained as records under the disposition requirements in this RDA. They may be disposed of in whatever way the agency determines best. 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 government activities; (3) stocks of blank stationary, blank forms, or other surplus materials that are not subject to audit and have become obsolete, and (4) transitory, temporary records created for short-term internal purposes, which 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 department social activities, such as a note to a group going to lunch.

**Records Disposition Requirements**

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

### Promulgating Rules and Regulations

**MEETING MINUTES OF THE BOARD**

Disposition: PERMANENT RECORD.

Recordings of Meetings
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Administrative Procedures Rule Filings
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Register of Administrative Procedures Rule Filings
Disposition: Retain in office (Code of Alabama 1975, Section 41-22-6)

**INFORMATIONAL PUBLICATIONS**

Disposition: PERMANENT RECORD.

### Licensing

**REGISTER OF LICENSEES**

Disposition: PERMANENT RECORD.

**REGISTER OF CERTIFIED COUNSELOR ASSOCIATES**

Disposition: PERMANENT RECORD.
Alabama Board of Examiners in Counseling Licensure Files
Disposition: Temporary Record. Retain for 5 years after the end of the fiscal year in which the licensee becomes inactive.

Alabama Board of Examiners in Counseling Licensure Database
Disposition: Temporary Record. Retain for useful life.

Alabama Board of Examiners in Counseling Certification Files
Disposition: Temporary Record. Retain for 5 years after the end of the fiscal year in which the certified counselor associate becomes inactive.

Alabama Board of Examiners in Counseling Certification Database
Disposition: Temporary Record. Retain for useful life.

DIRECTORY OF COUNSELORS/COUNSELOR ASSOCIATES
Disposition: PERMANENT RECORD.

LICENSURE EXAMINATION QUESTIONS (blank examinations created by the board)
Disposition: PERMANENT RECORD. Send 3 copies of any examination created by the agency to ADAH for permanent retention.

Alabama Board of Examiners in Counseling Licensure Examinations (student exam booklets)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Alabama Board of Examiners in Counseling License Renewal Files
Disposition: Temporary Record. Retain 5 years after the end of the fiscal year in which the records were created.

Voided Licenses
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Applicant Files Not Resulting in Licensure
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Incomplete Applicant Examination Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.
■ Approving Counseling Educational Programs

COUNSELING EDUCATIONAL PROGRAM APPROVAL FILES
Disposition: PERMANENT RECORD.

Approved Continuing Education Program Provider Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the course is no longer effective.

■ Investigating Complaints or Violations

Complaint Files
Disposition: Temporary Record. Retain 5 years after the end of the fiscal year in which the licensee becomes inactive.

Complaint Files Not Resulting in Formal Disciplinary Actions
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the records were created.

■ Administering Internal Operations

Managing the Agency:
Board Appointment Letters
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the term expires.

Board Member Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the term expires.

Routine Correspondence
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Administrative Reference Files
Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency’s RDA (copies of transmittals forms to Archives or State Records Center, destruction notices, annual reports)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Copies of Approved RDA
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA is superseded.
Computer systems documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions, Y2K records)
Disposition: Temporary Record. Retain documentation of former system 3 years after the end of 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.

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 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

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 3 years after the end of the fiscal year in which the records were created.

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 3 years after the end of the fiscal year in which the records were created.

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

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

Managing Human Resources:
Position Classification Files
Disposition: Temporary Record. Retain 4 years after position is reclassified.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.
Records documenting payroll deduction authorizations
Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee’s work history - generally maintained as a case file
Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting employees’ daily and weekly work schedules
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee’s hours worked, leave earned, and leave taken (including time sheets)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting an employee’s work history, generally maintained as a case file
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting sick leave donations
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of final leave status (cumulative leave)
Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Employee Flexible Benefits Plan Files
Disposition: Temporary Record. General information -- Retain until superseded.
Other (applications, correspondence) -- Retain 6 years after separation of the employee from the agency.

State Employee Injury Compensation Trust Fund Files
Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Equal Employment Opportunity Commission Case Files
Disposition: Temporary Record. Retain 3 years.

Managing Properties, Facilities, and Resources:
Semiannual Inventory Lists
Disposition: Retain in office. (Code of Alabama 1975, Section 36-16-8 [1]).
Transfer of State Property Forms (SD-1) (Agency copies)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Property Inventory Cards and/or Computer Files
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the items were removed from inventory.
Receipts of Responsibility for Property
Disposition: Temporary Record. Retain until return of item to property manager.

Real Property Leasing/Renting Records
Disposition: Temporary Record. Retain 6 years after expiration of the lease.

Facilities/Building Security Records (including visitor logs)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Motor Pool Vehicle Use Records
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Insurance Policies/Risk Management Records
Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Building Maintenance Work Orders
Disposition: Temporary Record. Retain 1 year.

Approval of Records Disposition Authority

By signing this agreement the Alabama Board of Examiners in Counseling acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Alabama Board of Examiners in Counseling will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the board, for coordinating the transfer and destruction of records, for 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, for submitting an annual report on records management activities to the State Records Commission in July of each year, and for ensuring the regular implementation of the board’s approved RDA.

- Permanent records in the Alabama Board of Examiners in Counseling’s custody will be maintained under physical and intellectual control, and under environmental conditions that will ensure their preservation.
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. In certain circumstances, the board may determine that a valid need exists to keep a record beyond its prescribed retention period. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.

The Alabama Board of Examiners in Counseling 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 board 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.

The Alabama Board of Examiners in Counseling agrees to allow the State Records Commission, its staff, and the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the board and to inspect records destruction documentation. Government Records Division archivists are available to train the board’s staff in RDA implementation and otherwise assist the board in implementing its records management program.

This records disposition authority is hereby adopted.

By: ________________________________________________ Date: ____________
Dr. Walter H. Cox, Executive Officer
Alabama Board of Examiners in Counseling

By: ________________________________________________ Date: ____________
Edwin C. Bridges, Chairman
State Records Commission