

# State Agency Annual Records Disposition Authority (RDA) Implementation Report

RM-01, 10/10/2018

\* Required

1. **Agency Name:** \*

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2. **Fiscal year reported:** \*

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3. **Date:** \*

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*Example: December 15, 2012*

4. **Name of agency staff member completing this report:** \*

The Department of Archives and History will contact you with follow-up questions about this Annual RDA Implementation Report, if necessary.

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5. **Agency staff member title:** \*

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6. **Email:** \*

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7. **Phone number:** \*

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## Temporary Records

Temporary records are subject to the Records Disposition Requirements of your agency's RDA, and include records destroyed onsite, at offsite agency facilities, and at the State Records Center.

8. **Has your agency destroyed obsolete temporary records (electronic or paper) during the past year?** \*

*Mark only one oval.*

Yes

No

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Please email destruction notices for both obsolete paper and electronic records to [Rebecca.Jackson@archives.alabama.gov](mailto:Rebecca.Jackson@archives.alabama.gov).

**9. If your agency has NOT destroyed obsolete temporary records within the past reporting year, please select the reason below:**

*Mark only one oval.*

- The agency's records are under legal notice or subpoena
- The agency's records are ineligible for destruction because the retention has not been fulfilled
- The agency needs to maintain records for administrative reasons
- The agency lacks the time or staff to destroy records
- The agency lacks training on how to legally destroy records

**10. Total cubic feet of obsolete temporary paper records destroyed by your agency, both on-site and at facilities such as the State Records Center:**

1 box (15" x 12" x 10") equals 1 cubic foot (paper box); 1 full legal size file drawer equals 2 cubic feet

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For a small monthly fee, the State Records Center will retain your temporary paper records and keep track of authorized destruction dates, so that you will not have to worry about records disposition.

Please contact the State Records Center at 334-277-9898 for additional information.

**11. Total of obsolete temporary electronic records destroyed by your agency, in bytes (for instance, 28,739,747,840 bytes):**

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**12. Total of obsolete temporary electronic records destroyed by your agency, in KB, MB, GB, TB, or PB (for instance, 28.7 GB):**

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**13. Check all that apply.**

- KB
- MB
- GB
- TB
- PB

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For standardization, please report both numbers.

Please note that compliance with state records law requires destruction notices also to be completed for destruction of obsolete temporary electronic records.

## Permanent Records

Permanent records cannot be destroyed and are transferred only to the Alabama Department of Archives and History at 624 Washington Avenue. Please refer to your agency's RDA for examples of permanent records series (in ALL CAPS).

14. **Has your agency transferred paper or electronic permanent records (as listed in your agency's RDA) to the Alabama Department of Archives and History during the reporting year? \***

*Mark only one oval.*

Yes

No

15. **Total cubic feet of permanent paper records transferred to the Archives:**

1 box (15" x 12" x 10") equals 1 cubic foot (paper box); 1 full legal size file drawer equals 2 cubic feet

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16. **Total of permanent electronic records transferred to the Archives, in bytes (for instance, 28,739,747,840 bytes):**
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17. **Total of permanent electronic records transferred to the Archives, in KB, MB, GB, TB, or PB (for instance, 28.7 GB):**
- 

18. *Check all that apply.*

KB

MB

GB

TB

PB

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For standardization, please report both numbers.

19. **What types of paper and/or electronic permanent records did your agency transfer to the Archives during this reporting period?**

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### **Newsletters, Bulletins, and Annual Reports**

Please email your agency's annual reports and newsletters/bulletins to [Kathleen.Brennan@archives.alabama.gov](mailto:Kathleen.Brennan@archives.alabama.gov), or contact her at 334-353-4702 to discuss alternative methods for submission, such as Dropbox or thumb drive.

20. **Has your agency created any newsletters and/or bulletins, periodically or annually, over the past twenty years? Please respond "Yes" even if newsletters or bulletins are published infrequently. \***

*Mark only one oval.*

- Yes
- No

21. **What is the earliest publishing date for which you have any newsletters and/or bulletins in an electronic format?**

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22. **What is the most recent publishing date for which you have any newsletters and/or bulletins in an electronic format?**

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23. **Has your agency created any annual reports over the past twenty years? \***

Annual reports are yearly summations of your agency's activities. They are not past versions of the State Agency Annual Records Disposition Authority (RDA) Implementation Report.

*Mark only one oval.*

- Yes
- No

24. **What is the earliest date for which you have annual reports in an electronic format?**

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25. **What is the latest date for which you have annual reports in an electronic format?**

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**26. In which format(s) are your agency's newsletters and/or bulletins published or maintained? Select all that apply.**

*Check all that apply.*

- PDF or PDF/A
- Microsoft Word
- Microsoft Excel
- HTML page
- Email
- Blog (e.g., WordPress or Blogger)
- Content Management System (e.g., SharePoint, OneDrive, iGov)
- Digital Subscription Management System (e.g., GovDelivery)
- Other: \_\_\_\_\_

**27. In which format(s) are your agency's annual reports published or maintained? Select all that apply.**

*Check all that apply.*

- PDF or PDF/A
- Microsoft Word
- Microsoft Excel
- HTML page
- Email
- Blog (e.g., WordPress or Blogger)
- Content Management System (e.g., SharePoint, OneDrive, iGov)
- Digital Subscription Management System (e.g., GovDelivery)
- Other: \_\_\_\_\_

## **Annual Records Management Training Preferences**

28. **Please select the top three months in your agency's schedule for conducting annual archives and records management training, either at the Archives or at your agency's facilities. \***

*Check all that apply.*

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

29. **Which day of the week would be best for conducting annual archives and records management training with your agency? \***

*Mark only one oval.*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

30. **Would either morning or afternoon be better for annual archives and records management training with your agency? \***

*Mark only one oval.*

- Morning
- Afternoon

## Agency Liaison Primary Contact

This person acts as your agency's Records Liaison with the Department of Archives and History.

31. **Last Name \***

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32. **First Name \***

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33. **Email \***

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34. **Phone \***

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35. **Title \***

Please enter the title the Records Liaison holds at your agency.

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36. **For how many years has this person been the Records Liaison for your agency? \***

*Mark only one oval.*

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

## Agency Liaison Other Contacts

Additional contacts at your agency who would like to receive Records Liaison emails.

37. **Last Name**

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38. **First Name**

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39. **Email**

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40. **Phone**

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41. **Title**

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42. **Last Name**

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43. **First Name**

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44. **Email**

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45. **Phone**

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46. **Title**

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47. **Last Name**

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48. **First Name**

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49. **Email**

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50. **Phone**

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51. **Title**

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