

Running Out of Storage Space? Get Rid of Those Outdated Records!

Did you know there is a procedure for legally destroying your 9-1-1 agency's outdated records?

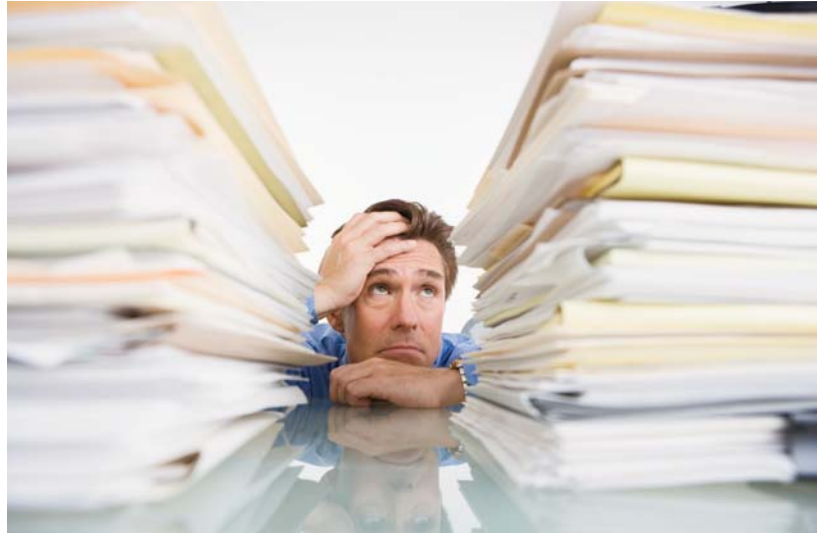
Back in 2006, the Alabama Department of Archives and History worked with a committee of 9-1-1 representatives, led by then-president Harold Parker and current president Rod Coleman, to create a Records Disposition Authority for 9-1-1 Emergency Communications Districts.

The RDA permits 9-1-1 ECDs to destroy outdated records once their mandated retention periods expire. Its use is authorized by the Local Government Records Commission under procedures set forth in the *Code of Alabama*. You can access the 9-1-1 RDA on the ADAH Web site at: www.archives.alabama.gov/officials/rdas/local/911rda.pdf.

Under *Section 41-13-23* of the *Code of Alabama*, "no county, municipal, or other local government official, shall cause any...record to be destroyed or otherwise disposed of without first obtaining the approval of the local government records commission."

Our Government Records Division at ADAH serves as the commission's staff. We can authorize you to dispose of your outdated records, according to schedules in the RDA, so long as you submit a Local Government Records Destruction Notice to document that the records were legally destroyed. The destruction notice form is also on our Web site at: www.archives.alabama.gov/officials/dnform.pdf.

Submitting a destruction notice form is easy. Just fill in the identifying information for your agency; list the number, title and date span of the records you want to destroy; have your director sign as the "authorizing official;" and send us the form by fax, "snail mail," or e-mail. You can also submit a notice electronically via our Web site. There are more complete instructions on the form.



Once we receive your notice, we will review it; call if we have any questions; or send you a response stating that your records appear to be legally disposable.

We keep notices permanently in our division files, so we can always verify that you followed procedures established by the *Code of Alabama* for legally destroying records in case of audit, litigation, or other questions later.

Our division staff can also advise you on other records management issues and provide on-site assistance if you need it. If ADAH can be of help, please contact me at the Government Records Division, P.O. Box 300100, Montgomery, AL 36130-0100; (334) 353-4607, or Tom.Turley@archives.alabama.gov.

Many Alabama 9-1-1 records are legally disposable after a few months or years, and the RDA will also let you know which records you need to keep long-term. It can save you time and money by helping you manage records more efficiently, ensuring that all your 9-1-1 district's emergencies occur **outside** the office. So, if your computer's out of memory, and your storage room is piled to the ceiling with old papers or CDs, put the 9-1-1 RDA to work for you!

Tom Turley
Alabama Department of Archives and History