



ANNUAL RECORDS DISPOSITION AUTHORITY (RDA) IMPLEMENTATION REPORT FOR HEALTH CARE AUTHORITIES (HCAs) AND PUBLIC HOSPITALS

Administrative Information

- Health Care Authority or Public Hospital Name:
Mailing Address:
Mailing City:
Mailing Zip:
Reporting Year: 2025, 2024, 2023, 2022, 2021

- Is this report being submitted on behalf of multiple facilities? Submitter indicated: Yes, No

If Yes, please list the names of the included facilities. Please separate facility names using commas.

- 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:
Submitter's Employer:

Temporary Records

Temporary records are subject to the Records Disposition Requirements of the Health Care Authority and Public Hospital Records Disposition Authority (RDA) and include records maintained onsite and at offsite facilities (e.g. with a storage vendor). Note: Records created prior to the year 1900 and records not covered by an approved RDA may not be destroyed.

1 Annual period during which records management activities took place, including destruction. For example, Reporting Year 2025, if reporting as a calendar year, includes activities occurring between 01/01/25 - 12/31/25.

❖ **Has your Health Care Authority or Public Hospital destroyed obsolete temporary records (paper or electronic) during the reporting year?**

Submitter indicated:

- Yes
- No

As a best practice, your institution should keep documentation of all records destroyed.

❖ **Total cubic feet of obsolete temporary paper records destroyed onsite and at offsite facilities during the reporting year. For example, Reporting Year 2025, if reporting as a calendar year, includes destruction occurring between 01/01/25 - 12/31/25:**

1 standard records carton (15" x 12" x 10"), or approximately the size of a printer paper box = 1.0 cubic foot.

1 standard banker's box (30" x 12" x 10") = 2.0 cubic feet

1 letter-sized file drawer = 1.5 cubic feet

1 legal-sized file drawer = 2.0 cubic feet

50 Microfilm Rolls (100' of 35mm film) = 1.0 cubic foot

10,000 Tab or Aperture Cards = 1.0 cubic foot

Submitter indicated: _____

❖ **Total amount of obsolete temporary electronic records destroyed within the reporting year. For example, Reporting Year 2025, if reporting as a calendar year, includes destruction occurring between 01/01/25 - 12/31/25:**

Submitter indicated: _____

Unit of obsolete temporary electronic records:

- kilobytes (KB)
- megabytes (MB)
- gigabytes (GB)
- terabytes (TB)

❖ **If your Health Care Authority or Public Hospital has NOT destroyed obsolete temporary records within the past reporting year, please select the reason(s) below:**

Submitter indicated:

- 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

- ❖ **Has the Health Care Authority or Public Hospital taken measures to educate staff on the Records Disposition Authority (RDA) and ensured the document is available for institutional use?**

Submitter indicated:

- Yes
- No
- I do not know
- We are interested in receiving training on implementing the RDA.

Health Care Authority or Public Hospital Liaison Contacts

- ❖ **Primary Institutional Records Liaison:**
The Primary Records Liaison acts as your institutional liaison with the Alabama Department of Archives and History. While the primary liaison is usually the same individual who submits Annual RDA Implementation Reports, there are times when the submitter and primary liaison are different people.

Name: _____

Title: _____

Email: _____

Phone: _____

Employer: _____

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

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

PO Box 300100

624 Washington Ave.

Montgomery, AL 36130-0100