

# 2022 ANNUAL REPORT



Records Management  
Section

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Archives Division

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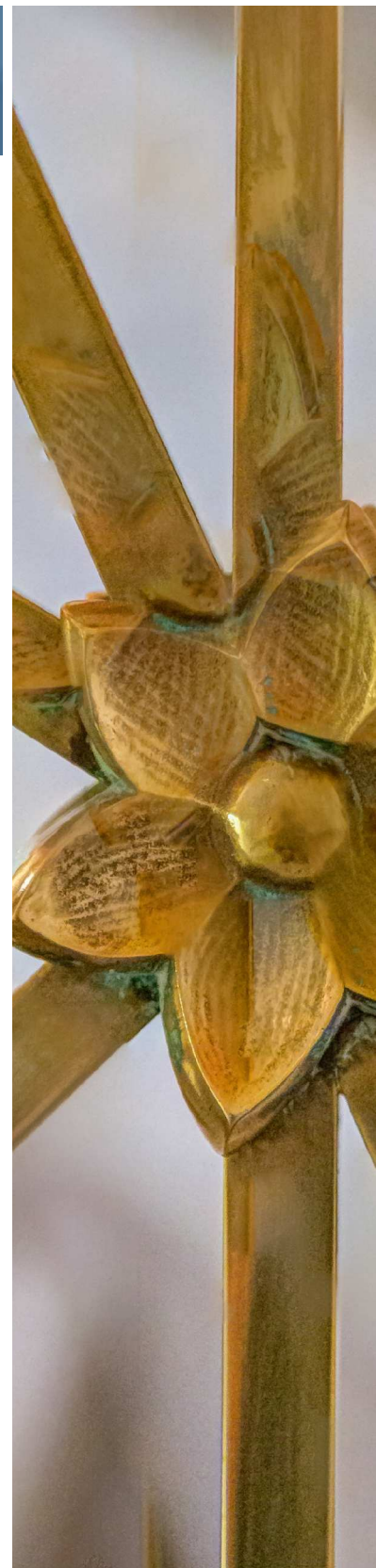
Alabama Department  
of Archives and  
History



*Alabama* DEPARTMENT OF  
ARCHIVES & HISTORY

# FOREWORD

**The Records Management Section** is a unit within the Archives Division of the Alabama Department of Archives and History whose role entails distilling complex archival theory into clear policies and actionable guidance for government agencies. We perform this work as support staff of the State Records Commission (SRC) and the Local Government Records Commission (LGRC). Under the auspices of these bodies, our primary duties include developing records management policies, composing and updating Records Disposition Authorities (RDAs), transmitting permanent government records into the ADAH collection, sanctioning records destruction activities, operating the State Records Center, providing records management training for state and local government officials, documenting compliance, coordinating the Commissions' agendas, and implementing the Commissions' decisions.



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# YEAR IN REVIEW

Over the past twelve months, the Records Management Section established a virtual records management training program, revised records storage procedures for the Alabama Secretary of State's Office, and laid the keel of the Capstone Email Retention paradigm for Alabama state government- all while continuing to offer the resources our partners in government have come to expect. Keep reading to see how!



The records management section offered an unprecedented number of virtual training opportunities this year. While these virtual trainings began as a pragmatic solution to pandemic restrictions, we've since grown those offerings into a standing program. These regularly scheduled sessions promote greater accessibility of training resources while maximizing staff time and cost-effectiveness. This virtual training program has, and will continue, to bolster relationships with our state and local partners. In addition to our virtual trainings, however, we offered traditional in-person trainings this year, and even collaborative site visits with colleagues in the Museum Division when local records management and cultural resource interests overlapped.

The Records Management Section also concluded a major offsite records organization project in conjunction with the Secretary of State's (SOS) office. During that project, ADAH staff appraised, reorganized, and dispositioned materials at the SOS warehouse. Work ranged from physical rearrangement to development of a revised format-neutral filing plan for the office. The project resulted in the reorganization of permanent bound records, the disposition of 4,029 cubic feet of eligible materials, and the establishment of a robust, flexible new filing plan for SOS staff.

*Continued on next page*

# YEAR IN REVIEW (cont.)

One of our greatest triumphs of FY 2022 entailed revising our approach to the Capstone Email paradigm and finalizing inaugural Capstone Agreements. Rather than implement a “one size fits all” Capstone policy, Records Management staff devised a customizable opt-in approach for state agencies. Success quickly followed, and the SRC has since approved a Capstone Agreement with the Secretary of State’s Office. Establishing a Capstone precedent with this known and respected agency will pave the path in securing more Capstone Agreements moving forward.

In addition to serving the records management needs of others this year, we also labored internally to document the section’s own institutional history and knowledge management practices. Knowledge management, or the information science concept of documenting institutional knowledge and core continuity of operations precepts, is essential to ensuring the long-term consistency of our services. We also employed student workers and interns to perform some imaging and documentary analysis associated with this undertaking.

Records Management staff embarked on all of these new endeavors while continuing to offer our customary slate of services, including facilitating the destruction of eligible local and state government records, soliciting and compiling Annual RDA Implementation Reports, and supporting the mandates of the State and Local Government Records Commissions. We are proud to have dared greatly this past year, and we are confident the content of this report serves to document those aspirations.



# STATE & LOCAL GOVERNMENT RECORDS COMMISSIONS

## Overview

The Code of Alabama states that no state or local official can destroy public records without first obtaining the permission of one of two policy-setting bodies: the State Records Commission (SRC) or Local Government Records Commission (LGRC). In their statutorily mandated role to determine which records must be preserved for their historical value and which records may be disposed of after their value has expired, the SRC and LGRC pass documents called Records Disposition Authorities (RDAs). RDAs dictate how long records must legally be retained, offering state and local officials guidance on how to treat the records they create in their agency's work. Records Management Archivists craft RDAs in their role as support staff to the commissions. Archivists identify records with permanent, historical value and determine how long records with temporary value should be maintained by considering factors including state or federal retention requirements, industry best practices, financial or compliance audit requirements, and typical periods of active agency use.

At twice-yearly meetings in April and October, the SRC and LGRC approve new RDAs and changes and additions to existing state and local RDAs. State agency RDAs are revised by re-examining the agency's functions and drafting an entirely new document. The SRC typically approves six to eight state RDAs per year. Local government agency RDAs are revised by line-item memo and amended as local government officials identify issues or omissions.



*If you believe the RDA governing your agency does not accurately reflect your records, or if your agency does not currently have an RDA, please contact the Records Management Section.*

# SRC UPDATES

October 27, 2021 Meeting

## **Alabama Secretary of State (Major RDA Revision)**

Archivists undertook a comprehensive review of the Secretary of State's Office RDA during a records modernization initiative in 2019. One outcome of that collaboration was the development of an independent RDA for the Alabama Athlete Agents Commission. Before the State Records Commission approved the Athlete Agents Commission RDA in October 2020, SOS and Athlete Agents Commission records had both fallen within the SOS RDA. The October 2021 revision to the Secretary of State's Office RDA fully separated the two agencies' records, while also incorporating SOS's other roles and record keeping systems studied during the records modernization initiative. The revision encompasses changes in the way that the Secretary of State's Office provides access to legislative records and the Office's transition to accepting centralized business entity filings (rather than receiving copies of filings submitted to county probate offices).

## **Alabama Board of Registration for Architects (Major RDA Revision)**

The Alabama Board for Registration of Architects is responsible for regulating the architectural profession in the state. Although the State Records Commission had approved a revision to the Board's RDA in 2015, that RDA did not discuss the Board's activities in registering intern-architects. The Alabama Administrative Code defines "intern-architect" as an individual who possesses a National Architectural Accrediting Board-accredited professional degree in architecture, is actively enrolled in the Architectural Experience Program, and is working under the responsible control of a registered architect. Intern-architects are a critical group served by this Board, and the RDA revision allowed the Board to more effectively manage its records related to these registrants.

## **Alabama Department of Commerce - Workforce Development Division (New RDA)**

The Alabama Department of Commerce is a critical state agency in Alabama's executive branch that assists the growth of Alabama businesses and the workers that sustain their operations. Due to the department's complex organizational history, the State Records Commission has allowed RDAs to be created for each division of the Department of Commerce, rather than for the agency as a whole. The Commission approved RDAs for the Film Office within the Department of Commerce in 2011, and later the department's Business Development Division in 2018. The remaining division of Commerce which had not been covered by an RDA was the Workforce Development Division, which the State Records Commission remedied by approving its new RDA in October 2021.

## **Alabama Department of Revenue (Major RDA Revision)**

The Alabama Department of Revenue's RDA last underwent a wholesale revision in 2003. Between then and 2013, the State Records Commission approved eight line-item revisions to the RDA adding and altering record series. From January to August of 2021, archivists conducted sixteen meetings with different divisions of the Department of Revenue.

Archivists combined common records series generated by different divisions within the Department. Previous editions of the RDA had "tax returns" listed as a half dozen different series across the document, but the 2021 RDA consolidates them under a single series, with subseries separated out to reflect that retentions can vary by tax type. The record surveys also led to document-wide revisions, including the removal of discontinued tax types (such as the playing card tax) and the inclusion of updated procedures associated with the department's adoption of the Revenue Integrated Tax System database, also known as RITS.



# SRC UPDATES

April 20, 2022 Meeting

## **Plumbers and Gas Fitters Examining Board (Major RDA Revision)**

The Plumbers and Gas Fitters Examining Board is responsible for the examination, certification, and regulation of plumbers, gas fitters, and medical gas piping fitters in Alabama. The Board's operations and record keeping practices both changed substantially since the State Records Commission last revised its RDA in 2001. The RDA revision distinguishes between the certification and registration processes, clarifies the Board's investigative powers through additional description, and adds new record series to reflect the Board's role in approving plumber and gas fitter educational programs.

## **Alabama State Board of Midwifery (New RDA)**

The practice of midwifery has a lengthy, complex history in the state. Prior to the creation of the State Board of Midwifery, beginning in 1919, lay midwives took examinations and received licenses from county health departments. Lay midwifery was effectively abolished in the 1970s after county health departments stopped issuing licenses. After more than a decade of advocacy, the Legislature established the Alabama State Board of Midwifery in 2017. The Board collaborates closely with the North American Registry of Midwives to coordinate licensure and continuing education requirements for the approximately twenty midwives licensed in the state.

## **Alabama Department of Finance - Division of Control and Accounts (New RDA)**

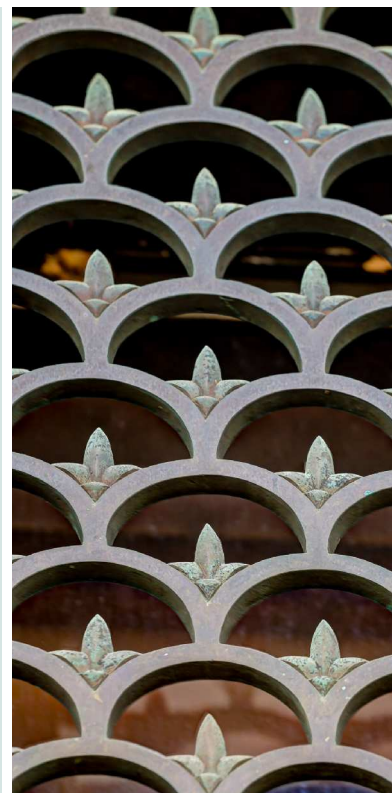
The Alabama Department of Finance has historically been described by RDAs that govern at the division level. As part of an ongoing project to combine these disparate RDAs into a single retention schedule, archivists realized that the department's Division of Control and Accounts (also known as the State Comptroller's Office) had been using a retention schedule that dated from 1986. The RDA presented at this SRC meeting documents the role of the State Comptroller in controlling, verifying the accuracy of, and making records of all financial transactions which occur in state government. Similar to the other division-specific RDAs that the department has been using, the State Comptroller's Office RDA will be consolidated into the single Department of Finance RDA at the conclusion of the consolidation effort.

# SRC UPDATES

## College, University, and District Attorney Line-Item Revisions

Most state RDAs are revised in totality, with archivists conducting extensive interviews with agency staff to re-examine the records an agency creates. However, three state RDAs are used by multiple related, but distinct entities: the documents for Public Colleges, Public Universities, and District Attorneys' Offices. Addressing records created by similar, but independent bodies, hinders full-scale revision of these RDAs. For this reason, in April 2022, the State Records Commission granted permission to revise the RDAs for Public Colleges, Public Universities, and District Attorneys' Offices by line-item memo. This new approach allows staff of those bodies to notify the Records Management Section as they identify issues with the RDAs, helping archivists make these documents more comprehensive and usable.

At the April 20, 2022 meeting of the State Records Commission, the Commission passed the following two series:



RECORD SERIES	REVISION/ADDITION	APPLICABLE RDA
Records of University-Wide Standing Committees	Adds a subseries addressing temporary records associated with administering university-wide standing committees, such as leadership ballots.	Public Universities of Alabama
Records of Other Committees	Updated to ensure committee conclusions that are not reported in standing committee meeting files are permanently preserved.	Public Universities of Alabama

*Have you identified issues with the RDAs for Public Universities, Public Colleges, or District Attorney's Offices? Let us know! Contact Devon Henschel at [Devon.Henschel@archives.alabama.gov](mailto:Devon.Henschel@archives.alabama.gov).*

Check out the updated versions of the RDAs for Public Universities, Public Colleges, and District Attorney's Offices on our website: [archives.alabama.gov/manage](https://archives.alabama.gov/manage)

# SRC UPDATES

## Capstone Email Retention Initiative

Email is one of the many new technologies that emerged during the latter half of the twentieth century. Like other electronic records, email has proven to be a challenge for government employees to properly manage. In response to a 2011 Presidential directive concerning the proper administration of emails, the National Archives and Records Administration (NARA) embraced a new approach. NARA's premise held that the most important materials appear in email accounts of high-level administrative positions, or "Capstone" accounts. By identifying and preserving these Capstone accounts permanently, NARA could then apply a standard retention for all non-Capstone accounts to simplify retention policies.

Current Alabama State Records Commission policy dictates that state employees must determine how long each email must be maintained based on the message's content. While the policy was intended to ensure that crucial messages were preserved, the process has proven too resource-intensive for practical application.

As an alternative, the State Records Commission has been exploring a Capstone initiative based on the federal model. Under this approach, messages in most email accounts only have to be retained for a set timeframe, while a few select accounts are designated as permanent. In short, the Capstone approach streamlines email management duties by focusing on major decision-makers within an agency.

Capstone seeks to address problems inherent to managing email as a record format. Rather than requiring every staff member with an email account to sort large numbers of records according to retention requirements, the Capstone approach identifies key accounts within an agency for permanent retention.

### ***Benefits of the Capstone Initiative:***

- ***Increases the amount of email with permanent value being preserved***
- ***Reduces the burden on end-users within agencies***
- ***Allows for the systematic destruction of temporary email based on approved Records Disposition Authorities, reducing the amount of email that has no further value being stored by agencies***

The Alabama Department of Archives and History (ADAH) introduced Capstone to state agencies in 2021 and invited them to opt into implementation. The Secretary of State's Office became the first state agency to implement Capstone under authorization provided by the State Records Commission.

This agreement between the Office of the Secretary of State and the ADAH identifies several senior positions whose email accounts will be preserved in perpetuity. Annually, the Secretary of State will certify that the Capstone accounts continue to be maintained in a readily accessible format.

With this agreement, Alabama joins a growing number of states that are pursuing a sustainable approach to managing email while maintaining a commitment to government accountability and historical documentation.

***Interested in entering into a Capstone Email Retention Agreement with the ADAH?  
Contact Becky Hébert at [Becky.Hebert@archives.alabama.gov](mailto:Becky.Hebert@archives.alabama.gov).***

# LGRC UPDATES

October 27, 2021

RECORD SERIES	REVISION/ADDITION	APPLICABLE RDA
Facilitating Government Accountability Subfunction	New subfunction consolidates record series related to citizen oversight boards and similar accountability measures	Multiple Local Government Agency RDAs
Employment Applications	Updated to reflect current federal guidance on the retention of I-9 Forms	All Local Government Agency RDAs
Records Management Documentation	Standardization of record series descriptions and retentions across RDAs	All Local Government Agency RDAs
Exposure to Hazardous Substances Compliance Files	New record series documenting compliance with federal mandates related to hazardous substance exposures in the workplace	Multiple Local Government Agency RDAs
Returned/Undeliverable Correspondence	New record series to encompass returned mail which does not require additional follow-up or preservation	Multiple Local Government Agency RDAs
Workers' Compensation Records	Broadened to include proof that agencies are maintaining a workers' compensation insurance policy	Multiple Local Government Agency RDAs
Section 504 Forms and Records	New record series documenting school compliance with Section 504 of the Rehabilitation Act of 1973	Boards of Education
Legal Instruments Not Otherwise Described	Revised title from "Miscellaneous Records" and expanded description to detail the intended series scope	County Probate Offices
Marriage Records and Indices	Updated to reflect changes in the role of county probate offices in documenting marriages	County Probate Offices
Insurance Coverage Exclusion Notices	New subseries encompassing written notices provided by individual career firefighters wishing to be voluntarily excluded from supplemental cancer benefit insurance	Fire Departments



# LGRC UDPATES

April 20, 2022

RECORD SERIES	REVISION/ADDITION	APPLICABLE RDA
Providing Citizen Services Subfunction	Broadened from "Providing Senior Services" to include early childhood education programs	Municipalities
Leave and Attendance Records	Standardized record series titles and descriptions across all local government RDAs	All Local Government Agency RDAs
Commercial and Residential Building Plans, Permits, and Permit Logs	Expanded series description to include additional example record types, such as land use certificates and site plan approval materials	Multiple Local Government Agency RDAs
Fire District Maps	Language from 911 Emergency Communications Districts RDA added to Fire Departments, County Commissions, and Municipalities RDAs to address similar records	Multiple Local Government Agency RDAs
Grant Project Files	Note added indicating that some records related to Head Start grant programs may fall elsewhere in the RDA	Boards of Education
Marriage License Applications	Transferred pre-2019 marriage records to the RDA's "Records No Longer Created" section	County Probate Offices
Record Series Maintained via Geographic Information Systems	Comprehensive overhaul to reflect the increasing prevalence of computer-aided mass appraisal (CAMA) systems and Geographic Information Systems (GIS) in county government	County Taxation Offices
Law Enforcement Agency-Owned Animal Records	New record series documenting the purchase, training, ownership, care, and deployment of animals owned by law enforcement agencies	Law Enforcement Agencies
Records of Incarceration	Expanded series description to include additional example record types, such as work release files and vocational training files	Law Enforcement Agencies
Record Series Related to Environmental Control	Addition of "Citizen Clean-Up Program Records," "Environmental Control Permitting Records," "Nuisance Complaint Files," and "Educational Program Records"	Municipalities
Police Jurisdiction Maps	New record series to include maps used to delineate where a municipality can enforce code and collect sales and use taxes	Municipalities

# PERMANENT RECORDS TRANSMITTALS



**77 state agencies** transmitted records

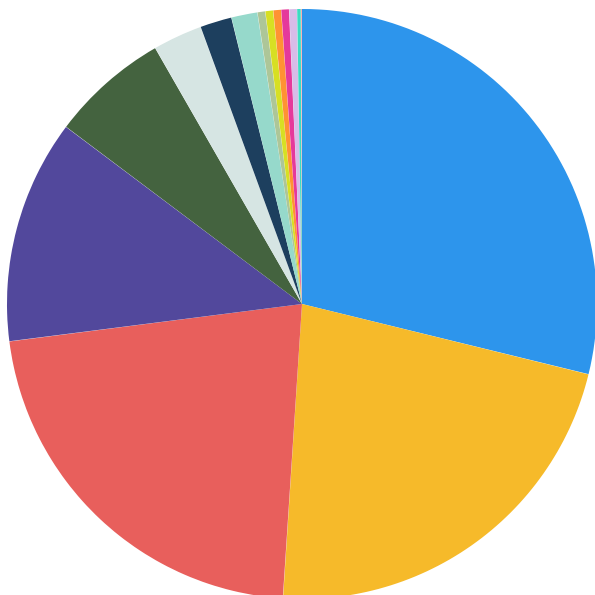
**232.33 cubic feet** of transmitted paper records

**448,387.12 megabytes** of transmitted electronic records

Records transmitted span from

**1861 to 2022**

## Permanent Paper Records Transmittals in FY 2022



- Court of Criminal Appeals - 67 cf
- Secretary of State's Office - 51.58 cf
- Legislative Services Agency - 51 cf
- State Health Planning and Development Agency - 28.5 cf
- Alabama Historical Commission - 15 cf
- Department of Archives and History - 6.31 cf
- Department of Youth Services - 4 cf
- Department of Mental Health - 3.33 cf
- Alcoholic Beverage Control Board - 1 cf
- Board of Cosmetology and Barbering - 1 cf
- Board of Nursing - 1 cf
- Legislature - Senate - 1 cf
- Public Library Service - 1 cf
- Department of Insurance - 0.5 cf
- Lieutenant Governor's Office - 0.1 cf
- Office of the Governor - 0.01 cf

*All records volumes reported in cubic feet.*

# PERMANENT RECORDS TRANSMITTALS

## Paper Records

<b>Court of Criminal Appeals</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Court of Criminal Appeals Case Files	2005-2021	67.00
<b>Secretary of State</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Bills and Resolutions - House Records	2020-2022	24.50
Bills and Resolutions - Senate Records	2020-2021	15.00
Election Files	2016-2017	6.50
Engrossed Acts	2020-2021	4.00
Enrolled Acts	2016-2021	1.50
Election Administration Training and Outreach Files	1980s, 2014	0.05
Administrative Files	2007	0.01
Oaths of Office	1978	0.01
Publicity Files	2020	0.01
<b>Legislative Services Agency</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Legislation Project Files	2016-2018	51.00
<b>Health Planning and Development Agency</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Meeting Files	1979-2019	19.00
State Publications	1990-2012	4.00
Certificates of Need	1970-2021	3.00
Registers and Rosters	1976-2004	1.50
Annual Health Care Facility Report Database	1987-1996	1.00
<b>Historical Commission</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Federal Tax Credit Certification	1986-2020	15.00
<b>Department of Youth Services</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Youth Case Files	1997	4.00
<b>Department of Mental Health</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Administrative Files	1923-1965	3.33
<b>Department of Corrections via ADAH</b>	<b>Date Range</b>	<b>Total Cubic Feet</b>
Convict Records	1875-1945	3.30



# PERMANENT RECORDS TRANSMITTALS

## Paper Records (cont.)

Department of Archives and History	Date Range	Total Cubic Feet
Volunteer Services Files	1985-2016	2.00
Photographs	1970-2014	1.00
Director's Files and Publicity Files	2019-2020	0.01
Alcoholic Beverage Control Board	Date Range	Total Cubic Feet
Photographs	1970-2000	1.00
Board of Cosmetology and Barbering	Date Range	Total Cubic Feet
Registers and Rosters	1946-1977	1.00
Board of Nursing	Date Range	Total Cubic Feet
Meeting Files	2008-2017	1.00
Legislature - Senate	Date Range	Total Cubic Feet
Bills and Resolutions - Senate Records	2015-2018	1.00
Public Library Service	Date Range	Total Cubic Feet
Audiovisual Materials	1979-1986	1.00
Department of Insurance	Date Range	Total Cubic Feet
Administrative Files	2003-2021	0.50
Lieutenant Governor's Office	Date Range	Total Cubic Feet
Task Force Files and Administrative Files	2020-2022	0.10
Office of the Governor	Date Range	Total Cubic Feet
Publicity Files	2021	0.01





# PERMANENT RECORDS TRANSMITTALS

## Electronic Transmittals

### *Electronic Registers and Rosters*

*The following licensing authorities submitted electronic registers or rosters of licensees as part of the FY 2021 Annual RDA Implementation Report:*

- Board of Registration for Architects
- Athlete Agents Commission
- Athletic Commission
- Board of Auctioneers
- Banking Department
- Board of Cosmetology and Barbering
- Board of Dental Examiners
- Electronic Security Board of Licensure
- Department of Finance
- Licensing Board for General Contractors
- Board of Genetic Counseling
- Board of Interpreters and Translators
- Board of Examiners of Landscape Architects
- Liquefied Petroleum Gas Board
- Manufactured Housing Commission
- Board of Examiners in Marriage and Family Therapy
- Board of Medical Examiners and Medical Licensure Commission
- Board of Nursing
- Board of Examiners of Nursing Home Administrators
- Board of Occupational Therapy
- Onsite Wastewater Board
- Board of Optometry
- State Board of Pharmacy
- Board of Physical Therapy
- Board of Podiatry
- Board of Licensure for Professional Geologists
- Board of Prosthetists and Orthotists
- Board of Public Accountancy
- Real Estate Appraisers Board
- Real Estate Commission



# PERMANENT RECORDS TRANSMITTALS

## Electronic Transmittals

### *Electronic Organizational Charts*

*The following state agencies and public institutions of higher education submitted electronic versions of agency organizational charts as part of the FY 2021 Annual RDA Implementation Report:*

- 23rd Circuit District Attorney's Office (Madison County)
- Agricultural Museum Board
- Board for Registration of Architects
- Attorney General's Office
- Auburn University at Montgomery
- Banking Department
- Calhoun Community College
- Department of Conservation and Natural Resources
- Department of Corrections
- Board of Cosmetology and Barbering
- Crime Victims Compensation Commission
- Board of Dental Examiners
- Department of Early Childhood Education
- Electronic Security Board of Licensure
- Department of Finance
- Gadsden State Community College
- State Health Planning and Development Agency
- Housing Finance Authority
- Department of Human Resources
- Indian Affairs Commission
- Department of Insurance
- Jacksonville State University
- Liquefied Petroleum Gas Board
- Manufactured Housing Commission
- School of Mathematics and Science
- Board of Medical Examiners and Medical Licensure Commission
- Board of Nursing
- Board of Examiners of Nursing Home Administrators
- State Board of Pharmacy
- Board of Prosthetists and Orthotists
- Board of Public Accountancy
- Department of Revenue
- Department of Transportation
- Office of Prosecution Services
- Real Estate Commission
- Secretary of State's Office
- Snead State Community College
- University of South Alabama
- Supercomputer Authority
- Troy University
- Wallace Community College Selma

# PERMANENT RECORDS TRANSMITTALS

## Electronic Transmittals

### **Electronic Meeting Files**

*The following state agencies submitted electronic versions of meeting minutes, agendas, and/or packets as part of the FY 2021 Annual RDA Implementation Report:*

- 911 Board
- Agricultural Museum Board
- Board for Registration of Architects
- Athlete Agents Commission
- Department of Conservation and Natural Resources
- Community College System
- Court Reporting Board
- Crime Victims Compensation Commission
- Board of Dental Examiners
- Electronic Security Board of Licensure
- Licensing Board for General Contractors
- Governor's Mansion Authority
- State Health Planning and Development Agency
- Historic Ironworks Commission
- Housing Finance Authority
- School of Mathematics and Science
- Manufactured Housing Commission
- Board of Medical Examiners and Medical Licensure Commission
- Multiple Needs Child Office
- Board of Nursing
- Onsite Wastewater Board
- Personnel Department
- State Board of Pharmacy
- Board of Physical Therapy
- Board of Prosthetists and Orthotists
- Board of Public Accountancy
- Real Estate Appraisers Board
- Real Estate Commission
- Secretary of State's Office
- Department of Transportation
- State Treasurer
- Department of Youth Services

### **Electronic COVID-19 Records**

*The following state agencies and public institutions of higher education submitted electronic records documenting their agency's response to the COVID-19 pandemic as part of the FY 2021 Annual RDA Implementation Report:*

- Auburn University at Montgomery
- Department of Conservation and Natural Resources
- Jacksonville State University
- Lieutenant Governor's Office
- Mobile County Health Department
- Secretary of State's Office
- University of South Alabama
- Snead State Community College
- Department of Transportation
- Troy University



# PERMANENT RECORDS TRANSMITTALS

## Artifacts, Oversized Transmittals, and Other Electronic Records Transmittals

### Artifacts and Oversized Materials

Department of Archives and History	Date Range	Total Items
Artifacts	2019	4.00
Department of Mental Health	Date Range	Total Items
Artifacts	circa 1861	4.00
Secretary of State	Date Range	Total Items
Legislative Maps	2014	4.00
Legislature - House of Representatives	Date Range	Total Items
Artifacts	Presented in 1987	1.00

### Other Electronic Records

Department of Early Childhood Education	Date Range	Total Megabytes
Publicity Files	2007-2009	1.55
Health Planning and Development Agency	Date Range	Total Megabytes
Certificates of Need	1973-2021	251.61
Lieutenant Governor's Office	Date Range	Total Megabytes
Task Force Files and Proclamations, Commendations, and Appreciations	2019-2021	79.98
Mobile County Health Department	Date Range	Total Megabytes
Photographs and State Publications	1894-2021	391.03
Secretary of State	Date Range	Total Megabytes
Publicity Files, Senate Journals, House Journals, Voter Registration Database, State Campaign Disclosure Report Files, Legislative Acts Database, Boards and Commissions Database, Statutory Filings Database, Business Entity Database, Trademark, Trade Name, and Service Mark Database, and Notaries Database	2020-2022	440,661.95



# NEW IN THE ELECTRONIC RECORDS COLLECTIONS

## *Organizational Charts*

Records Management Staff began collecting organizational charts from state agencies and public colleges and universities in FY 2021. Organizational charts offer insight into agency structure, programs, and staffing, making them a valuable tool for researchers.

Thirty-three state agencies and eight public colleges and universities transmitted electronic organizational charts as part of this new initiative. Organizational charts can be viewed in our Electronic Records Collections on the Alabama Department of Archives and History's website.

## *COVID-19 Records*

At the advent of the COVID-19 pandemic in 2020, Records Management staff advised agencies to save records documenting their agency's or institution's response to the COVID-19 pandemic. State agencies were encouraged to transmit permanent electronic records relating to their agency's COVID-19 response in 2022. Public colleges and universities were also given the opportunity to transmit COVID-19 records. Staff received COVID-19 records from ten agencies or institutions, and will continue requesting COVID-19 documentation in FY 2023.

## *Ongoing Collection Initiatives*

The Records Management Section continued its efforts to collect electronic versions of state publications, registers and rosters, and meeting files in FY 2022. These records, which document key activities of state agencies, are increasingly created in electronic format, and as such can be more susceptible to records loss. To ensure these records are preserved, Records Management staff ask for transmittal of certain electronic records as part of the Annual RDA Implementation Report.

In FY 2022, the Records Management Section received state publications from thirty-eight state agencies, one district attorney's office, and four public colleges and universities; registers and rosters from thirty state agencies; and electronic meeting files from thirty-two state agencies as a result of the FY 2021 Annual RDA Implementation Report process.

# NEW IN THE ELECTRONIC RECORDS COLLECTIONS

## Electronic Registers and Rosters

To protect the public's health and safety and uphold professional standards, the State of Alabama licenses over one hundred and forty different occupations, ranging from your family doctor to the person who pilots ships through Mobile Bay. Licensing boards create rosters, a listing of individuals (or, in some cases, businesses) within a specific profession licensed to provide services or sell particular goods in Alabama. Starting in 2019, the Alabama Department of Archives and History (ADAH) requested that licensing boards submit annual reports of licensure/certification rosters in a digital format.

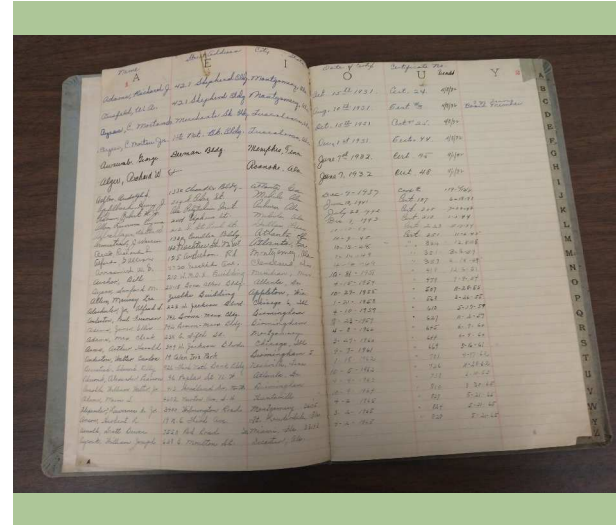
Full annual reports of licensure/certification rosters are closed to the public for seventy-two years, which protects personally identifiable information. Records may reveal occupation, city or county of residence, and, in select cases, information about the education of an individual. In the meantime, researchers may use two derivative reports, a licensee verification report and a statistical data report.

Beginning in August 2022, the public has been able to access recent electronic licensee verification and statistical data reports from thirty licensing boards through the Electronic Records Collections. The reports are organized by state agency name followed by record type.

The information in a roster can vary from one licensing board to another, but some information is relatively standard for nearly all occupations:

- Licensee Name (First Name and Last Name)
- License Number
- License Type
- Issue Date
- Expiration Date
- City, State, or Country (Individuals need not be Alabama citizens to be licensed in the State)

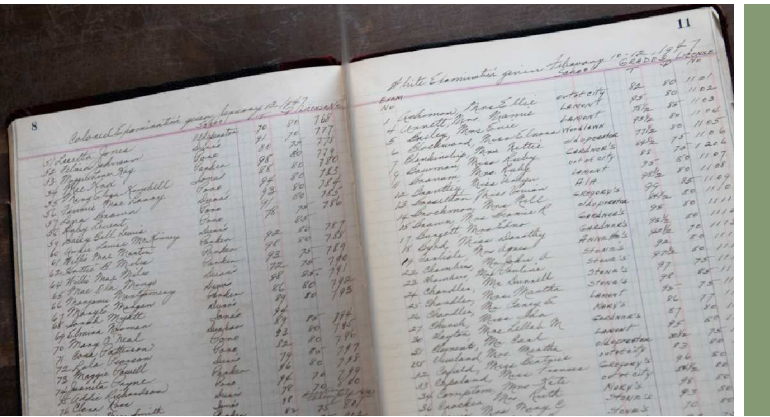
Many of the electronic rosters available as of 2022 are from health-related occupations such as the Board of Medical Examiners, Medical Licensure Commission, Board of Dental Examiners, and the State Board of Podiatry. A smaller sample of non-health-related rosters includes those from the Real Estate Appraisers Board, Board of Social Work Examiners, and the Department of Finance. The number of agencies and rosters available in the electronic collection will continue to grow as licensing boards continue to transmit their records.



*In the twentieth century, licensing boards traditionally produced rosters annually as printed volumes, such as this 1931 roster from the Alabama Board of Architects. Once kept on paper or in bound books, many rosters are now maintained in databases, which allows for information to be easily updated and searched.*

# TRANSMITTAL HIGHLIGHTS

## Alabama Board of Cosmetology and Barbering



The Alabama Board of Cosmetology and Barbering (ABOCB) regulates cosmetology and barbering schools and licenses barbers, cosmetologists, and their shops and salons. In 2022, ABOCB transmitted three ledgers of Jefferson County cosmetology licensing examination rosters, dating from 1943 through 1977, to the Alabama Department of Archives and History. The ledgers include the following information about all test takers:

- Name
- School Attended
- Scores for the practical exam and the theoretical exam
- Cosmetology License Number

As Alabama cosmetology examinations remained segregated until 1971, the results from 1946 through 1970 were recorded separately as "colored examination" and "white examination."

The professionalizing of cosmetology began in the 1930s when small schools opened catering to women who wished to learn the stylist trade. Often, private shops hosted classes, while some larger schools opened in cities such as Birmingham and Montgomery. Services women learned to provide included, but were not limited to, cutting hair, applying color and permanent wave treatments, and giving manicures.

Students received diplomas for finishing a training course from a cosmetology school and often completed apprenticeships with a stylist. Some salons preferred to hire employees with this type of formal training, but no federal or state-level requirements required a stylist to receive professional training before working at a salon.

In 1945, Jefferson County announced licensure requirements for individuals providing cosmetology services within the county. The new laws required that all stylists and manicurists register with the Jefferson County Department of Health, present their diplomas for inspection, and pass an examination. Every two years, cosmetologists retook the exam and recertified with the Department of Health.

Over the next decade, several other counties followed Jefferson County's example and began to provide oversight and require licenses for individuals or salons. However, each county had different requirements. The differences in regulations made it challenging for individuals to find work if they moved to another county. In response, in 1957, the Alabama Legislature passed a bill forming the Alabama Board of Cosmetology, creating a single licensure system across the entire state.

On August 11, 1958, the House Chamber of the Capitol in Montgomery hosted the first examination given by the Board of Cosmetology. One hundred forty-five white applicants sat for the examination. Later that month, the board hosted a separate examination for Black applicants. As with the previously administered county-level examinations, theoretical and practical sections of the exam were included. After the inaugural examinations, testing sites broadened to include alternate locations and dates to facilitate access. The Jefferson County examination roster books were likely transferred to the Board of Cosmetology's ownership sometime after 1958.

# TRANSMITTAL HIGHLIGHTS

## State Publications from the Alabama Public Library Service

In May 2022, the Alabama Public Library Service (APLS) reached out to Records Management to determine whether the Alabama Department of Archives and History was interested in receiving APLS's large collection of publications created by Alabama government agencies. For decades, APLS officially served as the clearinghouse for state publications.

The Alabama Department of Archives and History and the Public Library Service have a shared background, with the function of assisting local libraries originally being a responsibility of ADAH until the creation of the Public Library Service as a separate agency in 1959.

After an initial assessment of APLS's large collection of state publications, Records Management and Collections Section staff identified the existing overlap between items in ADAH's and APLS's collections. Because of the large number of publications, staff wanted to avoid bringing in duplicative materials. After this initial culling, ADAH transferred over 35 cubic feet into our robust state publication collection. These records ranged primarily from the 1940s to the 2010s and represent many state agencies, including some agencies that no longer exist. We received a large quantity of publications from the Department of Commerce and its predecessor agencies, the Department of Public Health, Geological Survey, the University of Alabama's public policy department, Auburn University's agricultural extension department, as well as material from many other agencies. ADAH staff is excited about this rare opportunity to have a more complete collection, filling gaps with decades-old publications.



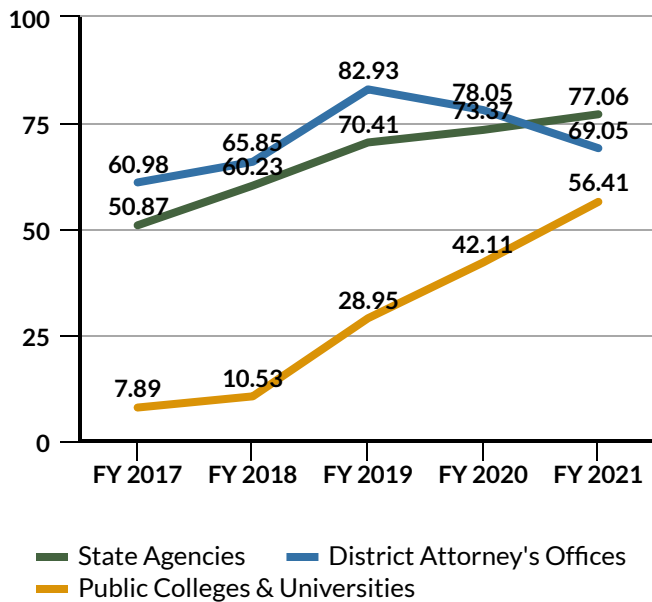


# ANNUAL RDA IMPLEMENTATION REPORTS

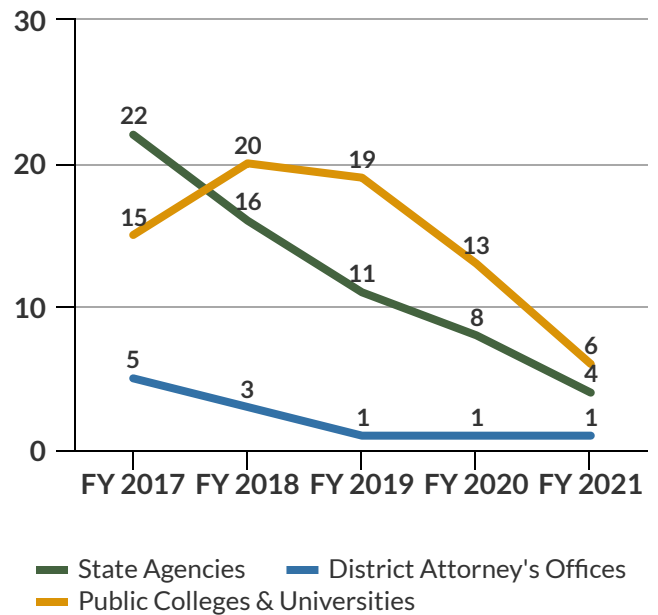
State agencies, district attorneys' offices, and public colleges and universities are required to submit an *Annual RDA Implementation Report* summarizing records activities from the previous fiscal year, including information about records destroyed. The Annual RDA Implementation Report for FY 2021, summarizing activity between October 2020 and September 2021, was due January 14, 2022.

## Percentage of fully compliant agencies

Fully compliant agencies have submitted all requested reports for the previous five years.



## Number of agencies having submitted no requested reports



**85.29%**

of state agencies submitted the FY 2021 report

**80.95%**

of district attorney's offices submitted the FY 2021 report

**76.92%**

of public colleges and universities submitted the FY 2021 report

## FY 2021 Records Destruction

	Paper records destroyed in FY 2021 (in cubic feet)	Electronic records destroyed in FY 2021 (in MB)
State Agencies	8,011.85 cf	2,885 MB
District Attorney's Offices	199 cf	92.03 MB

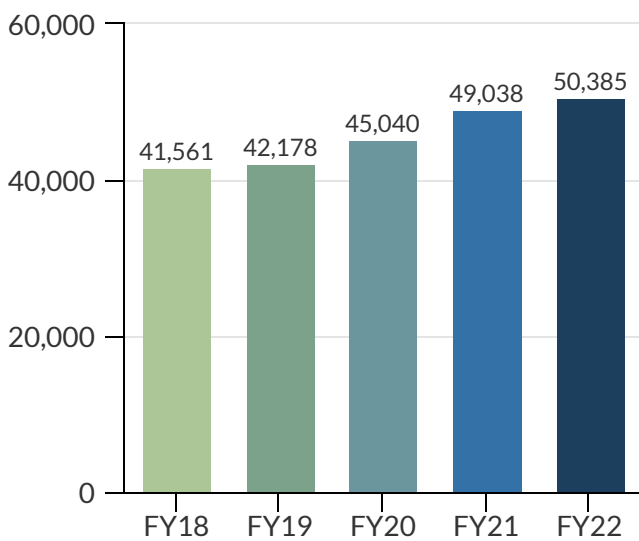
Archivists did not request FY 2021 destruction data from public colleges and universities.

# STATE RECORDS CENTER

## Operations Report FY 2022

The State Records Center is a facility operated by Records Management Section staff that retains state agency temporary records, tracks authorized destruction dates, and provides access to stored records for a small monthly fee. Staff additionally provide archival boxes for the transfer of permanent records to the ADAH and assist with the transport of records.

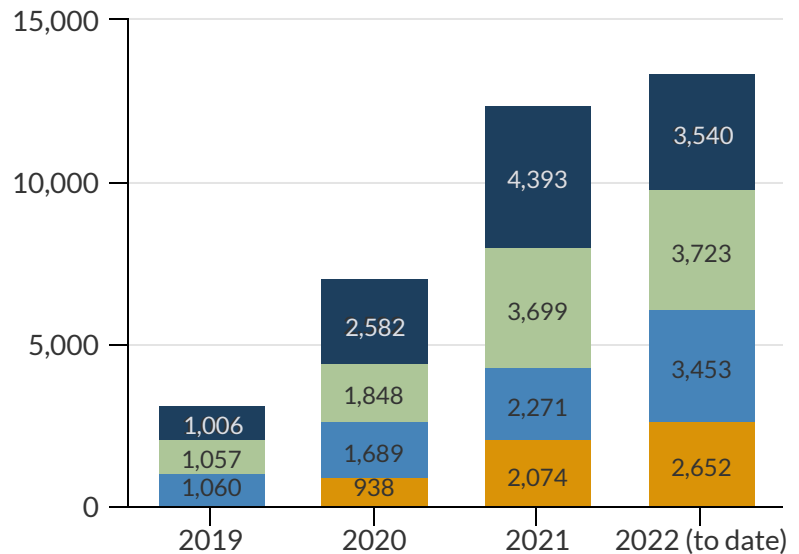
### Records Housed (cubic feet)



The amount of records housed at the Records Center has increased **21.2%** since October 2018. As of September 30, 2022, **48 state agencies** utilize the Records Center.

### Records Requests by Year\*

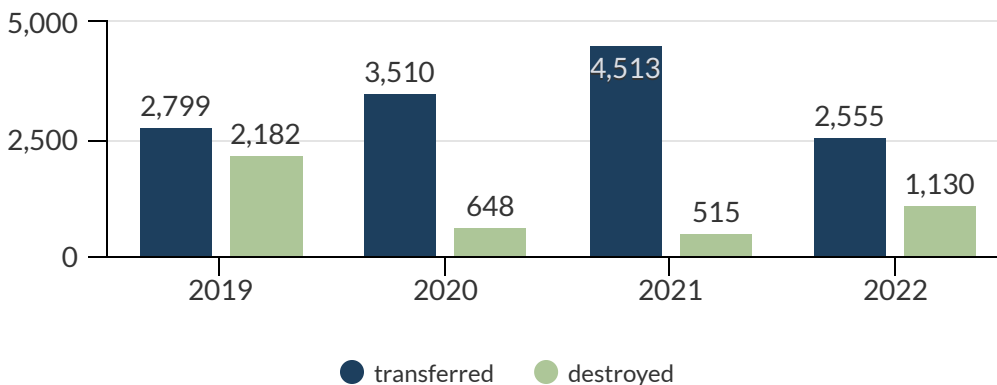
\*Quarter 1 of FY 2019 not reporting



● Quarter 1 ● Quarter 2 ● Quarter 3 ● Quarter 4

Between FY2020 and FY 2022, records requests have increased **89.4%**.

### Records Transferred vs. Records Destroyed (cubic feet)

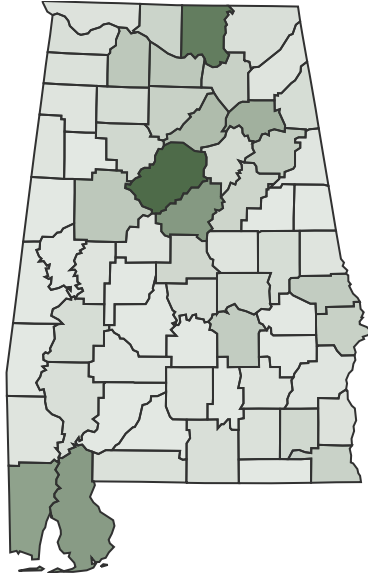


● transferred ● destroyed

*Interested in utilizing the State Records Center?*

**Contact Michael Grissett at 334-277-9898**

# LOCAL DESTRUCTION OF OBSOLETE RECORDS



Concentration of notices per county

**Destruction notices were submitted most frequently from the following counties in FY 2022:**

1. Jefferson County - 75 notices (11.50% of total)
2. Madison County - 64 notices (9.82% of total)
3. Shelby County - 57 notices (5.56% of total)

**No notices were received from the following counties in FY 2022:**

- |         |          |         |          |
|---------|----------|---------|----------|
| Bullock | Crenshaw | Greene  | Perry    |
| Choctaw | Dallas   | Lowndes | Pickens  |
| Clay    | Fayette  | Macon   | Randolph |
| Conecuh | Geneva   | Monroe  | Sumter   |

RDA Type	Quantity of Notices Submitted	Quantity of Distinct Entities Reporting	% Reporting	Total Cubic Feet of Obsolete Paper Records Destroyed
911 Emergency Communications Districts	4	4	4.71%	79.75 cf
Archives and Museums	1	1	1.96%	5 cf
Boards of Education	353	66	47.83%	15,061.14 cf
County Boards of Registrars	8	6	8.96%	259 cf
County Commissions	24	10	14.93%	3,548.91 cf
County Probate Offices	15	10	14.71%	1759 cf
County Taxation Offices	15	11	16.42%	880.4 cf
Emergency Management Agencies	0	0	0.00%	0 cf
Fire Departments	9	4	2.20%	401.2 cf
Health Care Authorities	1	1	0.57%	154 cf
Law Enforcement Agencies	45	27	7.18%	7,548.72 cf
Municipalities	174	61	13.47%	6,472.11 cf
Public Libraries	2	2	0.99%	39.5 cf
Regional Planning Commissions	1	1	8.33%	18 cf
<b>Total</b>	<b>652</b>	<b>204</b>	<b>---</b>	<b>36,226.73 cf</b>

# RECORDS MANAGEMENT OUTREACH

FY 2022 represented an exciting year for records management outreach as the section forged new partnerships with entities across the state. After two years of disruption due to the COVID-19 pandemic, staff resumed conference outreach, including displaying at the 2022 League of Municipalities conference and presenting at the Alabama Probate Judges Association and Alabama Association of College and University Business Officers conferences. This year, archivists fully embraced a hybrid outreach model, offering both virtual and in-person training opportunities to state and local officials. Staff additionally partnered with Alabama Department of Archives and History Museums Division staff to conduct site visits and offer guidance on records management and preservation to private colleges, universities, and museums, further working to preserve the state's documentary history.

**96** outreach sessions

**1,498** outreach attendees

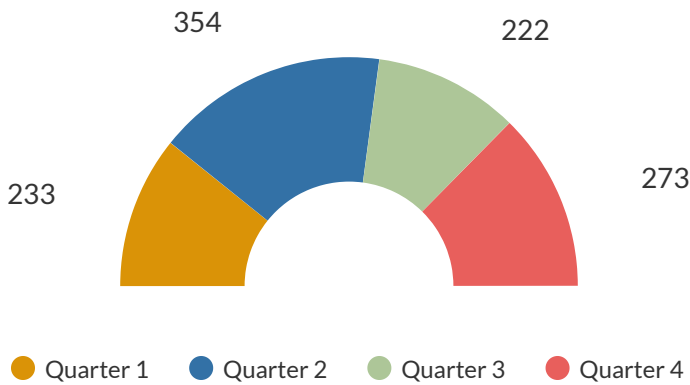
**1,939** inquiries resolved



# STATE GOVERNMENT OUTREACH

## Statistical Summary

### Inquiries Fielded by Quarter

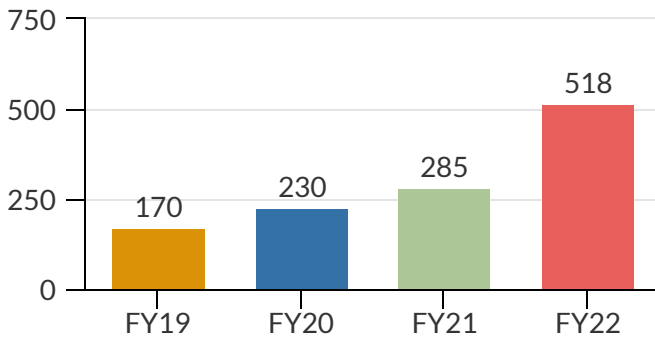


**1,082** inquiries

**518** attendees

**76** sessions

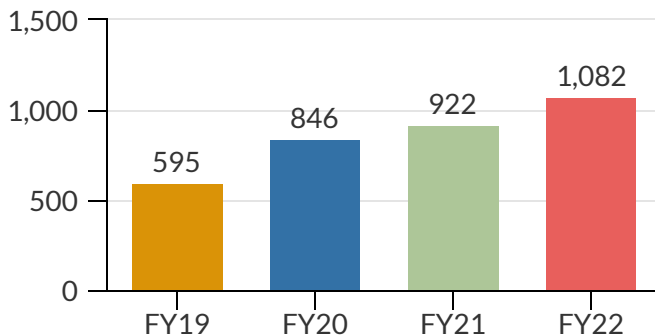
### State Outreach Attendees by Year



### Outreach Highlight: *State Mass Training Sessions*

Archivists hosted four open-registration training sessions for employees of state agencies and district attorneys offices. Two sessions were conducted virtually, and two sessions were conducted in-person at the Alabama Department of Archives and History. In the course of the four sessions, archivists provided training to 113 attendees, representing fifty-four state agencies and fourteen district attorney's offices.

### Inquiries Fielded by Year



# STATE GOVERNMENT OUTREACH

## Collaboration with the Secretary of State's Office

The ADAH and the Secretary of State's Office embarked upon the Records and Archives Modernization Project (RAMP) in fall 2019. One of RAMP's key objectives involved the assessment of the Secretary of State's Office's offsite storage facilities.

Archivists completed several workdays at the warehouse between November 2019 and February 2020. Work during November and December 2019 concentrated on implementing the "10-Copy Rule." The 10-Copy Rule is a nickname for the Code of Alabama 1975 § 36-14-6, which requires that "10 copies of each series of the acts, 10 copies of the journal of each session of the House and Senate, and 10 copies of the codes issued prior to 1975" should be preserved by the Secretary of State. To comply with these requirements, archivists set aside 10 copies of each iteration of legislative acts and journals, moved the 10 copies to staging areas, and marked the extraneous copies as eligible for disposition.

During the January 2020 workdays, archivists completed a detailed inventory of the shelved and palletted volumes. In February 2020, a shredder truck took approximately 1,175 cubic feet of unused absentee election materials from the warehouse's second floor to be destroyed. Archivists had planned to return to the warehouse in spring 2020 to continue working, but the spring visits never occurred due to the onset of the COVID-19 pandemic.

Archivists completed a revision to the Secretary of State's Office RDA during the project hiatus. The State Records Commission approved the RDA revision at its October 2021 meeting, as is discussed on page 7 of this report. Around this time, archivists began to plan their return to the warehouse in November and December 2021.



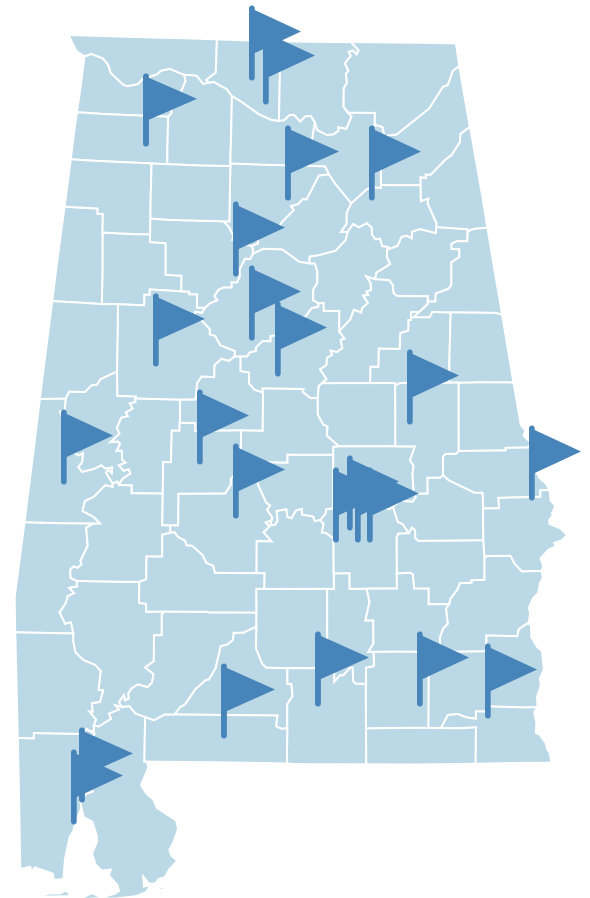
During the November 2021 workdays, some archivists concentrated on cleaning the metal shelving, while others completed the first-floor inventory and identified and corrected discrepancies in the inventory. Subsequently, during the December 2021 workdays, archivists shelved the 10 copies and cross-checked the expected volume quantities with the inventories.

Archivists prepared a state destruction notice for approximately 3,968 cubic feet of extraneous copies of House journals, Senate journals, and Acts, eligible to be destroyed in accordance with the Code of Alabama 1975 § 36-14-6. The notice was signed, and the records destroyed, in July 2022.

# STATE GOVERNMENT OUTREACH

## Public Colleges and Universities

In summer 2022, archivists built upon FY 2021 efforts to strengthen relationships with public colleges and universities by hosting two open-registration training sessions for schools in Alabama. Attendees learned about the principles of records management and how to implement better practices in their own departments or campuses. Eighty-eight employees representing 23 schools and the Alabama Community College System attended training. In 2023, staff will continue conducting follow-up training with individual colleges and universities scheduled as a result of the summer 2022 trainings.



Check out our website for upcoming training opportunities, or contact us to schedule training for your institution!

[archives.alabama.gov/manage/training](https://archives.alabama.gov/manage/training)

# LOCAL GOVERNMENT OUTREACH

## Statistical Summary

**17** sessions

**974** attendees

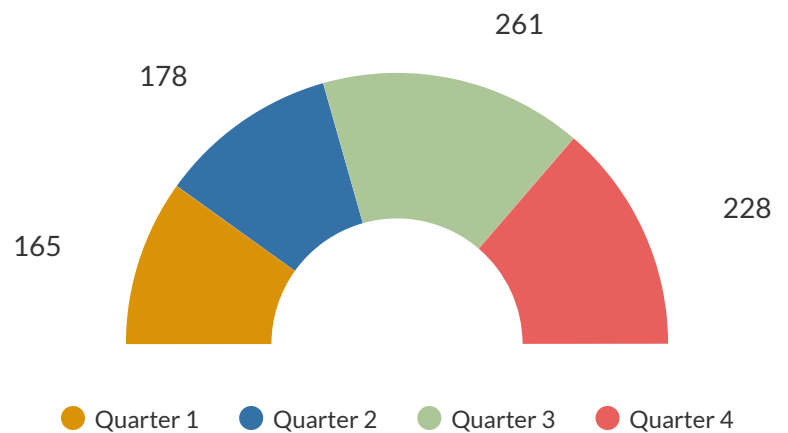
**832** inquiries resolved



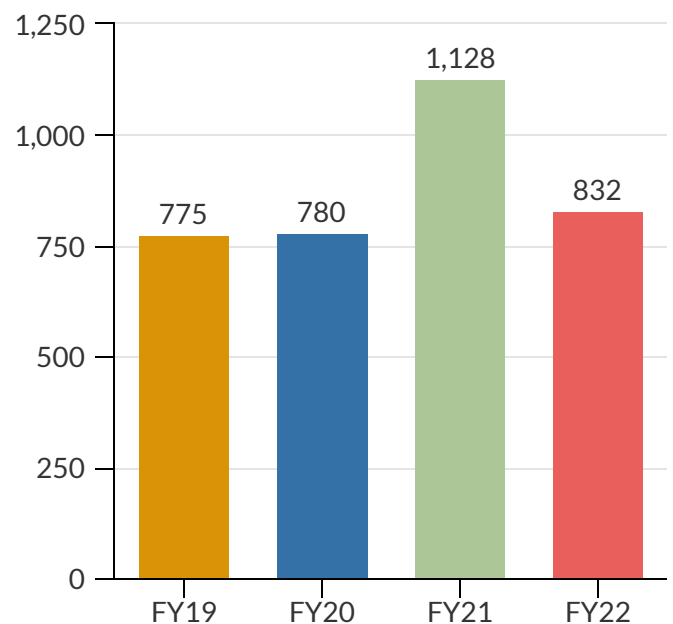
### Outreach Highlight: *League of Municipalities 2022 Annual Convention*

Archivists attended the 2022 Annual Convention of the Alabama League of Municipalities in Tuscaloosa in May 2022. Records Management staff spoke with the convention's 750 attendees, providing resources about records management best practices including the Managing Local Records booklet and upcoming training information.

### Inquiries Fielded by Quarter



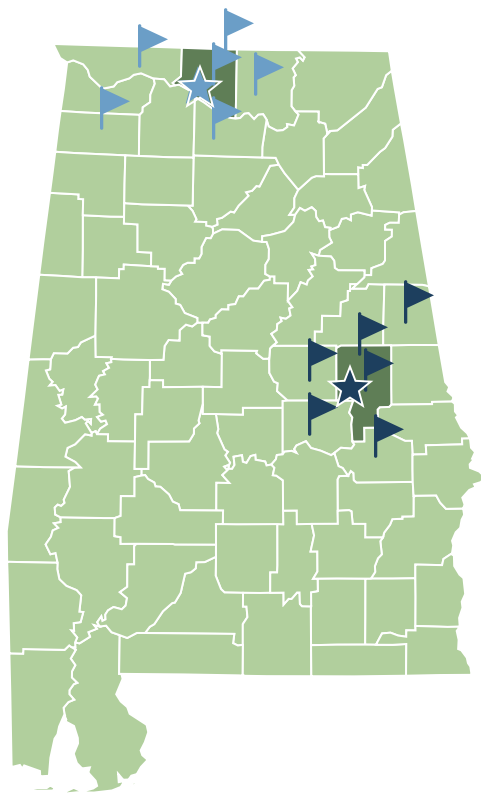
### Inquiries Fielded by Year





# LOCAL GOVERNMENT OUTREACH

## Trainings at Local Host Sites



- Alexander City trainee attendees, August 4, 2022
- Limestone County trainee attendees, Athens, Alabama, August 25, 2022

In Summer 2022, two local government offices contacted the Records Management Section to facilitate an exciting new method of outreach. The city of Alexander City in Tallapoosa County and the Limestone County Sheriff's Office each offered to host in-person training at their facilities for their neighboring cities and counties. In-person training at host sites fosters relationships between Records Management Archivists and local government officials and can provide officials with real-time examples of records management do's and don't's.

Long-time local partner Alexander City hosted 18 representatives from Tallapoosa, Randolph, Macon, Elmore, and Coosa counties on August 4, 2022. In addition to training from Records Management staff, Alexander City employees presented to attendees on their own municipal initiatives, offering a local perspective on how to turn records management principles into practice.

The Limestone County Sheriff's Office hosted a training for law enforcement agencies in their region on August 25th, 2022. At this training, archivists spoke with police department and sheriff's office representatives from Limestone, Franklin, Madison, Lauderdale, and Morgan Counties.

***Interested in hosting a regional training at your offices? Contact Charles Busby at [Charles.Busby@archives.alabama.gov](mailto:Charles.Busby@archives.alabama.gov).***

# FOR THE RECORD BLOG

## 2022 Overview

### Resources and How-To's

- It's Time to Submit Your FY 2021 Annual Records Disposition Authority Implementation Report (It's Required!)
- The FY 2020 Annual Report of the ADAH Records Management Section
- Managing Local Records in Alabama Resource Guide
- What is an Archives?
- 10 Steps to Wrangling Your Records Storage Room
- A Visual Guide to Filling Out Your Local Government Records Destruction Notice
- The FY 2021 Annual Report of the ADAH Records Management Section
- 19th Century Photographic Processes
- Assembling an Emergency Response Kit for Your Records Room
- Accessing Vital Records and Other Records Documenting Significant Life Milestones in Alabama
- FAQ: Accessing Business Entity Filings

### Staff Highlights

- Meet the Staff Feature: Dorothy Gidiere
- Meet the Staff Feature: Rachel Smith
- Meet the Staff Feature: Keri Hallford
- Meet the Staff Feature: Jaimie Kicklighter
- Meet the Staff Feature: State Government Records Research Intern
- Meet the Staff Feature: Charles Johnson

### Commission Updates

- Updates from the State Records Commission: October 27, 2021
- Updates from the Local Government Records Commission: October 4, 2021
- Updates from the State Records Commission: April 22, 2012
- Updates from the Local Government Records Commission: April 22, 2022

### From the ADAH Collections

- A Fowl History in Alabama
- New in the ADAH Collections: Alabama Bicentennial Commission Collection
- From the ADAH Collections: Alabama Historical Commission
- Archival Photographs in the ADAH Collections: FAQs
- State Licensing Board Rosters now Live in the Electronic Records Collection

# FOR THE RECORD BLOG HIGHLIGHT

## "A Fowl History in Alabama"

*Enjoy this entry from our blog, originally posted on November 19th, 2021: a history of turkeys in Alabama government, highlighting materials from our digitized records collections!*

Turkeys play a surprisingly interesting part in Alabama's history and traditions. The Alabama Photographs and Pictures Collection and Governor Bob Riley Collection highlight a treasure trove of fowl-related history in Alabama. Read on to see some great photos from the collections and learn more about how both wild and domestic turkeys have played a role in Alabamian traditions.

Perhaps the most prominent of turkey traditions is the annual turkey pardoning by the sitting governor. On November 12, 2021, Governor Ivey pardoned turkeys, Clyde and Henrietta. The two lucky birds will return to the Bates Turkey Farm to live out the rest of their natural lives. This marked the 72nd turkey pardon in the state's history. The first pardon occurred in 1949, when William C. "Bill" Bates dreamed up a publicity stunt to increase interest in his turkey farm business. Bates donated a turkey to Governor Folsom, who then publicly granted the turkey named "Clyde," a reprieve from being a part of Thanksgiving dinner. The turkey pardon proved popular, and every year since, the Bates Turkey Farm has donated lucky turkeys to the governor to pardon. Each male turkey is named "Clyde." Some years, a female turkey is also pardoned; she is always named Henrietta. The Alabama turkey pardon is decades older than the White House pardon, which only became official in 1987 under President Bush.

Local thanksgiving and turkey-themed celebrations gained popularity in the 20th century in Alabama. Today when most people hear of a turkey trot, visions of Thanksgiving morning marathons come to mind. The original turkey trot was a far less innocent event that occurred in several towns across the state. Live turkeys were tossed from a 25-foot-high platform or a roof, and anyone who caught a turkey could take it home for Thanksgiving dinner. (Wild turkeys can fly but not well enough to survive a 25-foot drop without sustaining at least some injury.) Today Collinsville, which held its first turkey trot in 1912, no longer releases live turkeys. Instead, Beanie Baby turkeys are tossed from a roof, and anyone who catches a beanie baby receives a frozen turkey for their Thanksgiving dinner.



*"Clyde 58" awaits his pardoning by Governor Bob Riley in 2006.*

# FOR THE RECORD BLOG

## Highlight

### "A Fowl History in Alabama" (cont.)

In 1940, Uniontown held the town's first Turkey Carnival, which included a turkey trot, parades, beauty pageants, and the heaviest turkey contest. Sadly, the Carnival, which brought thousands of spectators to the small town, lasted only three years due to the United States' entry into World War II.



1941 Turkey Carnival Queen, Lillian Wilson

While Thanksgiving turkey traditions feature only once a year, turkey hunting seasons in Alabama is a biannual celebration. Today, Alabama commonly tops the list of states with the largest population of wild turkeys. The abundance of eastern wild turkeys has allowed Alabama to offer both Fall and Spring turkey hunting seasons. Hunters can bag one "gobbler" (male turkey) per day and up to four gobblers per season.

The abundance of eastern wild turkeys was not always the case. Early white explorers in the region noted vast amounts of birds, including turkeys, but by the turn of the 20th century, an estimate of only 10,000 wild turkeys roamed the state due to overhunting and habitat loss. The Great Depression further strained the turkey population as Alabamians supplemented their diets through hunting. Beginning in the 1950s, the State launched conservation and wildland management programs allowing the wild turkey population to flourish once again.

In the mid-1950s, The Alabama Game and Fish Division (now Wildlife and Freshwater Fisheries) restocked eastern wild turkeys in North Alabama on private and public lands. Hunting turkeys was banned for five years to facilitate several unhindered brooding seasons. Famed Alabamian turkey hunter Ray Jones, whose family farm was where one of the restocking efforts took place, claims that those turkey walked up to Tennessee. Regardless of whether enough poults (baby turkeys) lived to adulthood or the sojourning fowl all returned from an extended Tennessee vacation, by the 1960s, wild turkeys were once again a common sight in Northern Alabama.

Turkey hunting became so engrained into the spirit and traditions of Alabama during the 20th century that, in the early 1980s, a bill for an Alabama Turkey Hunters Hall of Fame was introduced. Senator Frances Sister Strong endorsed support for the bill that would create the hall of fame and museum. Strong's district was in southwestern Alabama, which is still considered one of the best turkey hunting spots in the nation. A proposed Turkey Hunters Hall of Fame Museum was of interest beyond Alabama. The New York Times even reported on the issue. Representative Strong told the newspaper, "In my district, you don't mess with folk's hunting and fishing." The New York Times also delighted in telling readers that a fellow politician sardonically agreed to support the bill only if the museum included an annex dedicated to armadillos.

# FOR THE RECORD BLOG HIGHLIGHT

## "A Fowl History in Alabama" (cont.)

The armadillo annex was just a joke, and the Turkey Hunters Hall of Fame was written into law in 1986. Alabama Code § 41-9-830 stated that the Hall of Fame and Museum board would be composed of nine members appointed by the City of Linden. Linden was also to be the home of the museum. The old Marengo County Courthouse had stood empty and unused for nearly two decades by that time, and it was suggested as the perfect nest for the museum.

The nine members of the Turkey Hunting Hall of Fame board, tasked with raising funds for the museum through private donations, held bird calling contests boasting a grand prize of \$500. The contests drew spectators from around the country for fourteen years. Unfortunately, the dream of an Alabama Turkey Hunters Hall of Fame never came to fruition. Act 2018-152 repealed the hall of fame, board, and museum during the Legislature's regular session.

The calling contests of the short-lived Turkey Hunting Hall of Fame drew spectators from other states, and two hunting seasons ensure that hunters from around the world visit Alabama, making turkeys an important resource in developing and growing the state's economy. Governors also creatively use turkey hunting to entice outside industry leaders to move to Alabama. The One-Shot Turkey Hunt was introduced in 2001 by Governor Siegelman. The hunt invites industry leaders, celebrities, wildlife and nature writers, and business leaders to Alabama to compete in a turkey hunt. The first person to take out a gobbler with one shot receives the grand prize. More importantly, it is a chance to show off Alabama and its natural resources to individuals that may be persuaded to move their business to the state or report favorably on the conditions in Alabama. Each participant in the One-Shot Turkey Hunt is paired with a skilled local guide, stays in a lodge or inn, and receive legendary Alabama hospitality throughout the event. The proceeds from this event are then given to charities or universities further helping the state of Alabama.

Whether bringing some lighthearted fun through a Thanksgiving official pardon or by boosting the economy through turkey hunts, our fowl friends remain a clutch cultural icon in Alabama. This year when you celebrate Thanksgiving, don't forget to raise a toast to Alabama turkeys!



*Lurleen Wallace holding a turkey she successfully shot. This photo was used during her 1966 gubernatorial campaign.*

*For more highlights of our collections, as well as guidance on properly storing, preserving, and disposing of records, check out our blog:*

**[ForTheRecordAlabama.blog](https://fortherecordalabama.blog)**

# INTERN HIGHLIGHT

## Chris Bertolini

*The Records Management Section completed its work in FY 2022 with the assistance of an intern and two student workers. Enjoy these introductions to our dedicated students and the work they perform for us, in their own words:*

**Name:** Chris Bertolini

**Title:** Summer 2022 State Government Records Research Intern

**Home Institution:** University of Alabama at Birmingham

**Major:** Master of Arts in History

**What are you working on day-to-day during this internship?**

I'm chronologizing the interactions between the Alabama Department of Archives and History (ADAH) and other state agencies. My supervisors give me a bundle of memos, emails, correspondence, state government records destruction notices, and other official documents from each agency from which I try to create a coherent timeline. This takes somewhere between thirty minutes and fifty hours depending on the age, and activities of the respective agency. I also make spreadsheets to document the permanent records that each agency has transmitted to the ADAH. I work remotely, which is pretty cool.



**What is the most fun part of this internship? What is the most challenging part?**

I always like reading documents authored by my coworkers – I assume it's a similar feeling to having famous friends. On a practical level, it's been good to learn just how many documents and collections the ADAH maintains. Aspiring historians should never fear having nothing to write about. Lastly, I love reading the sample documentation provided by each agency. These run the gamut from standardized bureaucratic reports to righteous, furious correspondence. Whatever floats your boat, there is something here to read about!

The most challenging part has been trying to develop the microscopic eye for detail required for this work. It's way too easy to misinterpret – or just miss – the purpose of a document, especially if it's a long memo or an email chain.

**What surprised you the most about the records you were reviewing?**

I'd have to say the quantity. Records Management staff stays on top of the game, so if you forget to submit your Annual RDA Implementation Report or neglect to file state government records destruction notices, expect an email. It's easy to feel overwhelmed by the sheer number of documents that have to fit into a timeline.

**What has this internship taught you about the archival profession?**

This profession is accommodating to a wide range of skillsets. Writers, readers, researchers, teachers, delegators, leaders, team players, and communicators all bring something unique and essential to the profession. There is no essential mold of "the archivist," and the archive could not function without each of its supporting members.

# STUDENT HIGHLIGHT

## Gabriella Galarza

**Name:** Gabriella Galarza

**Title:** Records Management Student Worker

**Home Institution:** Auburn University

**Major:** Bachelor of Arts in History, Minor in Leadership

### **What are you working on day-to-day for this project?**

For this project, I am indexing digitized local government records from Ancestry.com, FamilySearch.com, and the Alabama Department of Archives and History's collections to inventory these records. In time, this information will complement a bigger project aimed at increasing access to permanent records produced by local governments in Alabama.

### **What is the most enjoyable part of this project? What is the most challenging part?**

One of the most enjoyable aspects of this project is seeing so much history from local people—I've even recognized the last names of old families in my hometown. I am reviewing documents dating from 1700 to 1999 and am impressed at how each county has a plethora of information from land deeds, court records, and letters. My favorite category so far is estate records. A challenging part of this job is reading the handwriting on old documents. They almost always wrote in cursive!

### **What surprised you the most about the records you were reviewing?**

When reviewing the records, I saw some that were titled Confessions and Judgements for cases that had confessions from different people and the verdict of each case. The amount of information recorded for each individual surprised me. For instance, one person had up to 17 folders of documented information. I also encountered older money, including two-dollar bills, which I feel are rare nowadays.

### **What has this position taught you about the archival profession, records management, or local history?**

There is so much to learn and always more work to be completed at the Alabama Department of Archives and History. As a student worker, I have learned so much about records management and how to preserve certain documents. In my discussions with archival staff, I discovered the similarities and differences between archives and history and the variety of career paths. I believe archival specialization is a growing interest for my generation of historians.



# STUDENT HIGHLIGHT

Ethan James

**Name:** Ethan James

**Title:** Records Management Student Worker

**Home Institution:** Auburn University at Montgomery

**Major:** Master of Liberal Arts, History Concentration

## **What is your academic background?**

I am a graduate student at Auburn University at Montgomery working towards my master's degree in Liberal Arts with a concentration in History. My previous college education began at Marion Military Institute with an associate degree, and then I transferred to The University of Alabama (Roll Tide!), where I earned my bachelor's in history.

## **What are you working on day-to-day as a student worker with the Records Management Section?**

My job as a student worker for Records Management is scanning local and state documents from counties across Alabama. I have always been a sucker for history and working in the Archives is a dream come true since I am immersed in my state's history.

## **What is the most fun part of this project?**

The most fun I have is learning the history of counties that began in the 1800s and their involvement in the Civil War. Another great part is having my bosses support me through my master's thesis.

## **What surprised you the most about the records you were digitizing?**

The most interesting fact that I have come across that caught me off guard is that while General Andrew Jackson was headed to Horseshoe Bend, there was a small battle between General Jackson's forces and the Red Stick Creeks in Clay County, Alabama. Later engagements like the Battle of Horseshoe Bend are famous, but it seems like the skirmish in Clay County is not as well-known.



*Thank you Chris, Gabby, and Ethan for all your hard work in FY 2022!*

*For more information about internships and student positions at the Alabama Department of Archives and History, visit our website: [archives.alabama.gov/about](https://archives.alabama.gov/about)*



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