

**Alabama College System  
Records Disposition Authority  
Annual Implementation Report**

Year Covered	
College Name	
College Mailing Address	
Name of College Records Liaison	
Telephone Number	
Email Address	

**I. Destruction of Obsolete Records:**

**Has your college destroyed obsolete records during the past year?**

*(Please circle your answer)*

**A. Yes**

Total cubic feet of obsolete records destroyed by your college during the past year:

\_\_\_\_\_ cubic feet (approximately)

*Please attach a copy of your college's destruction documentation from the past year if available. This documentation should include titles of records, size/volume of records, their date span, and the destruction dates.*

**B. No**

Please state the reason(s) your college did not destroy obsolete records during the past year.

## **II. Agency General Records Management Activities**

*(If yes, please provide more detailed information on that activity)*

- A. Do you think that the Alabama College System's RDA is subject to revision because your college created/identified records not included on the current RDA or because retention requirements of certain records have been changed?
  
- B. Within the past year, has your college identified vital records? Taken steps to protect vital records? Do you have a disaster preparedness and recovery plan in place?
  
- C. Within the past year, has your college started or ceased reformatting records using digital imaging or microfilming?
  
- D. Has your college established a centralized location, with assigned personnel, for records management activities, including the preservation of permanent records?
  
- E. Within the past year, has your college maintained permanent records under proper intellectual control and in an environment that will ensure their physical order and preservation?
  
- F. Within the past year, has your college created/revised college records management procedures/manual (which may cover management of paper records, microfilm, electronic records, and e-mail)?