

**Alabama Public University
Records Disposition Authority
Annual Implementation Report**

Year Covered	
University Name	
University Website	
Name of University Contact	
Telephone Number	
E-mail	

I. Destruction of Obsolete Records:

Does the university have a records management program?

Yes

No

If yes, please indicate the number of records destroyed last year:

cubic feet

II. General Records Management Activities

1. Do you think that the Alabama Public University's RDA is subject to revision because the university created/identified records not included on the current RDA or because retention requirements of certain records have been changed?

2. Within the past year, are you aware of a project to identify the university's vital records? Or if steps have been taken to protect vital records?

3. Are you aware of a disaster preparedness and recovery plan for the university?

4. Within the past year, are you aware that the university started or ceased reformatting records using digital imaging or microfilming?

5. Does the university have an archivist and/or a university archivist?

6. Within the past year, are you aware of any activities to place university records identified as permanent records under proper intellectual control and in an environment that will ensure their physical order and preservation?

7. Within the past year, are you aware of any university activity to create/revise university records management procedures/manual (which may cover management of paper records, microfilm, electronic records, and e-mail)?