STATE OF ALABAMA
DEPARTMENT OF ARCHIVES AND HISTORY

624 WASHINGTON AVENUE · MONTGOMERY, AL 36130-0100

Mailing Address: P.O. BOX 300100

www.archives.alabama.gov

Steve Murray
DIRECTOR

Director's Office	334-242-4441
Administrative Services	242-4361
Research Room	242-4435
School Tours	242-4364
Records Management	242-4452
State Records Center	277-9898
FAX	240-3433

May 9, 2025

Lori Spaulding
Municipal Records Coordinator
City of Madison
Fire Department
100 Hughes Road
Madison, AL 35758

Dear Lori Spaulding:

Please allow this letter to serve as notification that the Alabama Department of Archives and History Records Management Section has received your Local Government Records Destruction Notice for 44 cubic feet of outdated records from the City of Madison - Fire Department. These documents appear to be eligible for destruction under the Records Disposition Authority for Fire Departments.

For your convenience, I have included a copy of the submitted destruction notice. If you have any questions or concerns, please feel free to contact me at 334-353-4693, or Devon.Henschel@archives.alabama.gov.

Sincerely,

Devon Henschel
Records Management Archivist
Alabama Department of Archives and History
624 Washington Ave.
Montgomery, AL 36130

Enclosure

Local Government Records Destruction Notice

To document the legal destruction of records according to your agency's Records Disposition Authority (RDA), send this completed form to the Alabama Department of Archives and History (ADAH) to receive your letter of eligibility. Records not covered by an approved RDA, or records created prior to 1900, may NOT be legally destroyed. For questions, contact the ADAH Archives Division at 334-242-4452. Please do not mail the form. Instead, email the destruction notice to Becky.Hebert@archives.alabama.gov. Electronic signatures are allowed.

Date	Local Government		Department		Program Unit	
4/23/2025	Madison City		Fire Department			

First Name	Last Name		Job Title		Phone Number	
Lori	Spaulding		Municipal Records Coordinator		256-772-5655	

Email		Street		City	State	Zip
lori.spaulding@madisonal.gov		100 Hughes Road		Madison	AL	35758

Please list name, title, email, and phone number for any other individuals, not listed above, who need to be copied when sending the letter of eligibility.

Select the manner in which records will be destroyed	Date of Intended Destruction	Select the retention schedule you are using to destroy records
Landfill	TBD	Fire Departments

Total cubic feet of obsolete paper records destroyed?	Total bytes of obsolete electronic records destroyed?
44	0

I hereby certify that the records to be destroyed are correctly represented below, that they are eligible for destruction according to the Records Disposition Authority approved by the Local Government Records Commission, that audit and Sunset Review requirements have been fully satisfied, and that the records are not required for any pending or imminent litigation.

Signature of Authorizing Official	Printed Name of Authorizing Official	Title of Authorizing Official
[signature]	Lisa Thomas	Madison City Clerk - Treasurer
	(Signature may be digital but may not only be a typed name)	*For Schools: Must be the Superintendent of Education

RDA Record #	Records Title As Shown on RDA	Date Span	Retention as shown on RDA	Date Audited	Volume
2.03	Run Reports	2015	January 1, 2021	2020	2 cubic feet
2.05b	EMS Reports	2016-2018	2020	n/a	8 cubic feet
2.04	Patient care reports	2007-2010	2015	n/a	2 cubic feet
8.06b	Employee Certification	2003-2012	2015	n/a	2 cubic feet
5.01	CPR drill & simulation	2013-2017	2022	n/a	2 cubic feet
7.05	Purchasing records	2003-2017	2020	2020	6 cubic feet

Hint: Place your cursor over any box to receive more specific instructions. Visit the Archives' website for updated information https://archives.alabama.gov/manage/local/

What if I have many different types of records? Fill out the first page and then attach as a separate document an excel spreadsheet with RDA#, Records Title as Shown on RDA, Date Span, Retention as shown on RDA, Date Audited, and Volume.

RDA Record #	Records Title As Shown on RDA	Date Span	Retention as shown on RDA	Date Audited	Volume
7.03a	Routine accounting records	2017-2020	2023	2020	6 cubic feet
8.16a	Employee leave & attendance record	2015-2020	2023	2020	16 cubic feet

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