



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

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|-------------------------|--------------|
| 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 |

Steve Murray
DIRECTOR

May 2, 2025

Lori Spaulding
Municipal Records Coordinator
City of Madison
Revenue 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History Records Management Section has received your Local Government Records Destruction Notice for 80 cubic feet of outdated records from the City of Madison - Revenue Department. These documents appear to be eligible for destruction under the Records Disposition Authority for Municipalities.

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 334-353-4702, or chris.bertolini@archives.alabama.gov.

Sincerely,

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

Enclosure

BOARD OF TRUSTEES

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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 | |
| 5/1/2025 | Madison City | Revenue | | |
| First Name | Last Name | Job Title | Phone Number | |
| Lori | Spaulding | Municipal Records Coordinator | 256-772-3655 | |
| 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.

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|---|---|--|
| 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 | Municipalities |
| | | |
| Total cubic feet of obsolete paper records destroyed? | Total bytes of obsolete electronic records destroyed? | |
| 80 cubic feet | 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
Lisa Thomas
City Clerk-Treasurer

Printed Name of Authorizing Official
Lisa Thomas
(Signature may be digital but may not only be a typed name)

Title of Authorizing Official
Madison City Clerk-Treasurer
*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 |
|--------------|---|----------------------------|---------------------------|--------------|---------------|
| 11.02 | Business Licenses new & renewed | 2017-2020 | 2022 | 2020 | 56 cubic feet |
| 20.14a | Time Sheets | January 2013-December 2020 | December 2022 | 2021 | 2 cubic feet |
| 19.03a | Daily Business Licenses Deposit Reports | 2017-2018 | 2021 | 2020 | 12 cubic feet |
| 19.03a | Miscellaneous Deposits | January 1992-December 1992 | 1995 | 1993 | 2 cubic feet |
| 18.09 | Miscellaneous Correspondence | 2001-2018 | 2022 | 2020 | 6 cubic feet |
| 16.03 | Tax deposits | 2016 | 2019 | 2018 | 2 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.