



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](http://www.archives.alabama.gov)

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 9, 2025

Lori Spaulding  
Municipal Records Coordinator  
City of Madison  
Parks & Recreation  
100 Hughes Street  
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History Records Management Section has received your Local Government Records Destruction Notice for 114 cubic feet of outdated records from the City of Madison - Parks & Recreation. 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](mailto: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](mailto:Becky.Hebert@archives.alabama.gov). Electronic signatures are allowed.

Date	Local Government	Department	Program Unit	
5/5/2025	Madison City	Parks & Recreation		
First Name	Last Name	Job Title	Phone Number	
Lori	Spaulding	Municipal Records Coordinator	256-772-3855	
Email	Street	City	State	Zip
Lori.spaulding@madisonal.gov	100 Hughes Street	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	Municipalities
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>		
Total cubic feet of obsolete paper records destroyed?	Total bytes of obsolete electronic records destroyed?	
114	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

*Lisa Thomas*  
City Clerk - Treasurer  
5/5/2025

Lisa Thomas

City of Madison 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
6.02a	Financial Records	October 2018-September 2019	March 1, 2022	February 1, 2020	14 cubic feet
4.07	Public Transit Program Administrative Files	2008-2017	March 1, 2020	February 1, 2018	48 cubic feet
6.02b	All other records	2010-2017	March 1, 2021	February 1, 2018	16 cubic feet
20.14a	Leave & attendance records	2018-2019	March 1, 2022	February 1, 2020	6 cubic feet
19.03a	Routine accounting records	2009-2022	March 1, 2025	February 1, 2023	26 cubic feet
19.04	Purchasing records	2020-2022	March 1, 2025	February 1, 2023	4 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.