



## 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 19, 2025

Lori Spaulding  
Municipal Records Coordinator  
City of Madison  
City Clerk  
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History Records Management Section has received your Local Government Records Destruction Notice for 134 cubic feet of outdated records from the City of Madison - City Clerk. 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

Delores R. Boyd, Chair, *District 7* · Julian D. Butler, Vice Chair, *District 5*  
*District 1*: Elizabeth P. Stevens; Schley Rutherford Jr. · *District 2*: Horace H. Horn; Gale Saxon Main  
*District 3*: Fred D. Gray; Barbara Patton · *District 4*: Bobby M. Junkins; Alyce M. Spruell  
*District 5*: Lynwood Smith · *District 6*: Majella Chube Hamilton; Garland Cook Smith  
*At Large*: Leigh Davis; Marcus Reid  
*Ex-officio Member*: Governor Kay Ivey



## 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	
5.5.25	Madison City	City Clerk		
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.

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>Total cubic feet of obsolete paper records destroyed?</div> <div>134</div>		
<div>Total bytes of obsolete electronic records destroyed?</div> <div>0</div>		

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

City of 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
19.03a	Routine accounting records	2009-September 2022	March 1, 2025	February 1, 2023	62 cubic feet
1.03bi	All other records	2001-2021	Retain for useful life	February 1, 2022	4 cubic feet
21.11b	Insurance claims	2018-2021	March 1, 2024	February 1, 2022	8 cubic feet
21.11a	Insurance policies	2012-2014	March 1, 2025	February 1, 2019	8 cubic feet
18.13	Mail logs	2020-2022	Retain for useful life	n/a	6 cubic feet
18.06	Board application records	2020	March 1, 2023	n/a	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.

RDA Record #	Records Title As Shown on RDA	Date Span	Retention as shown on RDA	Date Audited	Volume
2.01d	Unused non-absentee ballots & related election materials	August 25, 2020–October 6, 2020	2021	n/a	2 cubic feet
19.05	Contract agreements	2004–March 15, 2015	March 15, 2025	February 1, 2016	30 cubic feet
18.09	Routine Coorespondence	2016–2021	2024	n/a	4 cubic feet
21.04	Deeds to Municipal Real Property	2013	Retain until property is sold	n/a	2 cubic feet
21.02	Annual Inventory records	2014–2018	March 1, 2021	February 1, 2019	2 cubic feet
18.02	Administrative Reference Files	1997–2010	Retain for useful life	n/a	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.