



Steve Murray
DIRECTOR

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

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 27, 2025

Lori Spaulding
Municipal Records Coordinator
City of Madison
Human Resources 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History Records Management Section has received your Local Government Records Destruction Notice for 322 cubic feet of outdated records from the City of Madison - Human Resources Department.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 334-353-1103, or charles.busby@archives.alabama.gov.

Sincerely,

Charles Busby
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
<input type="text" value="05/19/2025"/>	<input type="text" value="Madison City"/>	<input type="text" value="Human Resources"/>	<input type="text"/>
First Name	Last Name	Job Title	Phone Number
<input type="text" value="Lori"/>	<input type="text" value="Spaulding"/>	<input type="text" value="Municipal Records Coordinator"/>	<input type="text" value="256-772-5655"/>
Email	Street	City	State Zip
<input type="text" value="lori.spaulding@madisonal.gov"/>	<input type="text" value="100 Hughes Road"/>	<input type="text" value="Madison"/>	<input type="text" value="AL"/> <input type="text" value="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
<input type="text" value="Landfill"/>	<input type="text" value="TBD"/>	<input type="text" value="Municipalities"/>
Total cubic feet of obsolete paper records destroyed?	Total bytes of obsolete electronic records destroyed?	
<input type="text" value="322 cubic feet"/>	<input type="text" value="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
5/23/25

Printed Name of Authorizing Official

(Signature may be digital but may not only be a typed name)

Title of Authorizing Official

*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
20.07b	Employee Certification Files	2007-2018	March 1, 2022	February 1, 2019	100 cubic feet
20.11	Employee Files	1986 - 2018	March 1, 2025	February 1, 2019	102 cubic feet
20.15d	Payroll Records	1989 - 2010	March 1, 2015	February 1, 2011	22 cubic feet
20.19a	Worker's Compensation Files	1989 - 2007	March 1, 2020	February 1, 2008	24 cubic feet
20.08	Job Recruitment Materials	1976 - 2006	March 1, 2009	February 1, 2007	10 cubic feet
20.02	Personnel Hearing Files	1975 - 2014	March 1, 2021	February 1, 2015	18 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
20.16	Employee Flexible Benefits Plan Files	2010 - 2018	6 years		12 cubic feet
19.05	Contracts, Leases, Franchises and Agreements	1990	10 years		2 cubic feet
19.03a	Routine Accounting Records	2007 - 2014	2 years		6 cubic feet
20.17b	Employee Insurance Program Enrollment and Claims Files	1989 - 1990	4 years		4 cubic feet
20.14c	Leave and Attendance Records	2007	2 years		2 cubic feet
20.05c	Job Classification and Pay Plans	1998 - 2017	4 years		4 cubic feet

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RDA Record #	Records Title As Shown on RDA	Date Span	Retention as shown on RDA	Date Audited	Volume
20.09b	Unsuccessful Applications	1994 - 2016	March 1, 2020	February 1, 2017	8 cubic feet
20.22	Family Medical Leave	2004 - 2018	March 1, 2021	February 1, 2019	4 cubic feet
20.05b	Job Classification and Pay Plans	1998 - 2017	March 1, 2022	February 1, 2018	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/focal/>

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.