



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 9, 2025

Lori Spaulding
Municipal Records Coordinator
City of Madison
Building 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History Records Management Section has received your Local Government Records Destruction Notice for 10 cubic feet of outdated records from the City of Madison - Building Department.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 334-353-4693, 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

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. Electronic signatures are allowed.

Date	Local Government	Department	Program Unit	
4/23/2025	Madison City	Building		
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	Municipalities
Total cubic feet of obsolete paper records destroyed?	Total bytes of obsolete electronic records destroyed?	
10	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
Madison 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
11.06b	Permits	2014-2015	January 1, 2023	2022	4 cubic feet
12.01	Residential & Commercial Compliance forms	2017	January 1, 2025		2 cubic feet
20.14a	Leave records. Time sheets.	October 1, 2018-September 30, 2019	October 1, 2022	2020	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.