



**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

Steve Murray
DIRECTOR

August 20, 2026

Amy Rumley
Municipal Records Coordinator
City of Madison
Fire Department
100 Hughes Road
Madison, AL 35758

Dear Amy Rumley:

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Records Management Section has received your Local Government Records Destruction Notice for two (2) cubic feet of outdated records from the City of Madison - Fire Department. These documents appear to be eligible for destruction under the Records Disposition Authority for Fire Departments.

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 recordsmanagement@archives.alabama.gov. Electronic signatures are allowed.

Date	Local Government	Department	Program Unit		
08/18/2026	City of Madison	Fire			
First Name	Last Name	Job Title	Phone Number		
Amy	Rumley	Municipal Records Coordinator	256-772-5655		
Email	Street	City	State	Zip	
amy.rumley@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.

Lisa Thomas, City Clerk Treasurer
Fire Cheif Brandy Williams

Select the manner in which records will be destroyed	Date of Intended Destruction	Select the retention schedule you are using to destroy records
Shredding	09/15/2026	Municipalities
Total cubic feet of obsolete paper records destroyed?	Total bytes of obsolete electronic records destroyed?	
2CF		

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	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
20.14a	Individual employee leave and attendance records (including time sheets).	9/10/22-9/17/23	Retain 2 years following audit.	8/26/24	2CF

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.