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State Government Records Research Sample

The Alabama Department of Commerce is a state agency that works to sustain and grow Alabama businesses. One of its principal duties is to recruit both foreign and local companies to expand their businesses within state territory. Department staff do this by contacting companies directly, as well as through participating in business development events and the use of certain tax credit programs. One of these programs is known as CAPCO, which is a statute that provides financial incentive to insurance companies who invest in it. These funds are in turn invested in local companies who might not otherwise receive funding from banks. The CAPCO records are temporary, and are discarded five years after the year they were created. Other temporary records include the New Market Tax Credit Files (NMTC), the Growing Alabama Files, and the Port Credit Files. Permanent records associated with this responsibility are the Located Economic Project Development Files.

Another important Department of Commerce duty is to develop Alabama's international trade connections. This involves helping local companies build relationships with professionals who are able to build knowledge and foster connections that increase the likelihood of international businesses being connected to Alabama. Involvement with international organizations is a major part of how the Department accomplishes this goal, as well as by publicizing this opportunity through trade shows and exhibitions. The primary records associated with this division are the Trade Mission and Show Records, which are temporary, and the Trade Mission Executive Summary Reports, Annual Trade Mission Statistics, and the Memoranda of Understanding, which are its permanent records.

One of the final major responsibilities of the Alabama Department of Commerce is to assist in the development of local small businesses. In addition to providing support, the department also works to protect the interests of these businesses, which is vital in order to maintain a healthy economy and preserve free competitive enterprise. Staff work jointly with the Alabama Department of Economic and Community Affairs in order to provide these small businesses with necessary information, as well as to address their concerns.

