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Minutes – Approved  
Public Records Board  
May 12, 2014; 1:30pm – 4:00pm  
Legislative Audit Conference Room  
22 East Mifflin Street, 4<sup>th</sup> Floor

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Board Members Present: Matt Blessing, Sandra Broady-Rudd, Mary Burke, Bryan Naab, Melissa Schmidt, and Peter Sorce

Excused: Carl Buesing and Scott Kowalski

**1) Call To Order:** 1:31 PM

**2) Minutes from March 3, 2014:** The Board reviewed the draft minutes and proposed amendments. Mary Burke moved, seconded by Peter Sorce, that the minutes be approved as amended. The motion passed unanimously.

**3) Comments from Chair:** The Board Chair, Matt Blessing, noted that spring conference season has begun. He overviewed a couple of conferences he was asked to speak at, ARMA and the Registers of Probate. He commended Sandra Broady-Rudd and ARMA for hosting a great conference on April 30, 2014 and expressed his appreciation on behalf of the Board for the opportunity to sponsor the conference again. The Board Chair shared that his discussion points at the Registers of Probate conference involved the joint project of Ancestry.com and Family Search.org to digitize family probate records. The current goal is to have electronic search capability available to 40 of Wisconsin's 72 counties by the end of the year. Wisconsin residents will be able to search Wisconsin probate records free of charge via Ancestry.com.

He also highlighted several workshops the Historical Society will be conducting on the topics of risk assessment, disaster planning and disaster recovery. These workshops are similar to the Intergovernmental Preparedness for Essential Records webinars given a few years ago. He then made an observation that the Managing Web Records Guidance document which will be discussed later on the agenda is a good example of the traditional view of a records life cycle coming to an end. The Historical Society will be using a new software program, Preservica, as an electronic records management system. They will also be requesting funds for a trusted digital repository in the upcoming budget. The Historical Society will also be applying for grant money through a grant offered by the National Historic Publications and Records Commission for projects involving electronic records management this fall.

**4) Committee Reports**

**a) Records Management Committee**

- i) **2<sup>nd</sup> Quarter Index:** Committee Chair, Bryan Naab, mentioned that the committee did not review the information technology system checklist at this meeting, but that it will be on the agenda for the third quarter. The Committee Chair commended the committee members' continued diligence in reviewing Personally Identifiable Information and Confidential citations. He pointed out the current Public Records Board Records Series Index includes a renewal of the Fleet and Aircraft Management General Records Schedule. The Committee Chair gave a summary of a discussion which occurred during the meeting on when and why an agency might request approval for an agency specific Records Disposition Authorization (RDA) instead of using a General Schedule RDA. Bryan Naab moved, seconded by Mary Burke, that the Public Records Board Records Series Index be approved as submitted. The motion passed unanimously.

- ii) **Executive Secretary RDA Authority:** The Committee Chair asked Georgia Thompson, Board Executive Secretary, to review the history of record series amendments and additional amendment authority being requested. Last quarter the Board members requested a few minor changes to the language to clearly reflect that this authority applies to both agency-specific and general schedule RDA's. These changes have been made and were provided with the meeting materials. Bryan Naab moved, seconded by Sandra Broady-Rudd that the updated authority of the Executive Secretary be approved. The motion passed unanimously.

**b) Records Resource Management Committee**

- i) **Guidance for Managing Web Records:** The Committee Chair, Sandra Broady-Rudd, reviewed the document's history and the vetting process for this Guidance. There were a few minor modifications proposed by Board members. There was a discussion regarding how the document will be communicated to state agencies and local units of government. Melissa Schmidt will research if adding or amending a notation to Wis. Admin. Code Chapter ADM 12 is appropriate. Mary burke moved, seconded by Bryan Naab that the Guidance for Managing Web Records document be approved as amended. The motion passed unanimously.

**c) Records Officer Council**

- i) **General Schedule Updates:** The Council Chair, Georgia Thompson, provided updates on the progress of General Schedules as follows: Fleet and Aircraft Management General Schedule has been approved. The new Legal General Schedule was reviewed by the Administrative Officers Council on April 9, 2014. Comments are due back by May 22, 2014. A final draft should be ready for review during the Board's third quarter review cycle. The Information Technology General Schedule was presented to the IT Directors Council on May 7, 2014. Comments are due back May 23, 2014. The Council Chair noted that five General Schedules expire in 2016. In order to avoid a bottleneck in 2016, the Council will review and renew two in 2014, two in 2015, and the final one in 2016.
- ii) The Council Chair informed the Board that the inter-agency committee to standardize a template for all general schedules and update the Introduction to General Schedules is being led by Steve Hirsch. The Training committee continues to work on training pieces for senior staff and new Board members. The Committee expects to finish the basic training piece once the Email Guidance document is updated.

**d) Policy Committee**

- i) **Guidelines for the Management and Retention of Public Records Email:** The Committee Chair, Matt Blessing, noted that the committee did not meet last quarter because most of its members are part of the ad hoc committee being chaired by Mary Burke charged with updating the Guidelines for the Management and Retention of Public Records Email document. He gave a brief history of the document and noted the primary reason it is under revision relates to Schill v Wisconsin Rapids School District 2010. Mary Burke then updated the Board on the committee's progress. She noted the committee expects to have a draft ready for review at the August 18, 2014 Board meeting.

**5) Other Business:**

- a) **Surveillance Retention Update:** The Board Chair asked Georgia Thompson to discuss the background piece the Board assigned to her regarding the RDA FAC00082, *Monitoring and Surveillance Recordings*. She distributed a copy of the RDA language as it is currently and discussed current practices and issues within state agencies and local units of government. The RDA currently allows for each entity to define an incident and non-incident and then dispose of recordings with non-incidents when no longer needed. Members of the Board questioned why the distinction was made as the statute supporting the length of retention does not note any such interpretation. Board members also questioned why this is being brought forward for review and to what end or purpose. It was decided that the Board Chair would ask Abbie Norderhaug to update a comparison of management practices in other states which she originally prepared in 2009. Georgia Thompson will query the

Records Officer Council to get a better sense of how prevalent the use of surveillance devices are and how often this RDA is being applied.

- b) State Records Center Updates:** Georgia Thompson gave several updates on the State Records Center (SRC) operations. The current Supervisor, Larry Stanczyk, will be retiring at the end of May. The new Supervisor, Steve Georgeff, has worked at the SRC for 13 years. The semi-annual disposition cycle is complete. There were approximately 24,000 boxes eligible for destruction or transfer but only 11,000, or 49%, were released by agencies for destruction or transfer. The SRC is running out of space in part due to the low percentage of boxes released for disposition. Kathryn Egeland is heading a project to evaluate each agencies inventory to make corrections to dispositions as appropriate to ensure the inventory will populate on a disposition report when it has met its retention. The Department of Administration Secretary and Deputy Secretary recently visited the SRC and will be mentioning to the Management Cabinet that each agency should make every effort to respond to the semi-annual disposition report. Georgia has reached out personally to agencies that have either been non-responsive or requested a large number of holds consistently in the past.

Meeting Adjourned at 3:44 PM.

The next regular meeting is scheduled for August 18, 2014, 1:30 – 4:00pm, at the Legislative Audit Bureau, in Conference Room, 4<sup>th</sup> Floor.