

PUBLIC RECORDS BOARD
2016 Calendar

First Quarter

January 8, 2016 (Friday) Deadline for RDA Submittals

February 9, 2016 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

March 7, 2016 (Monday) Board Meeting 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Second Quarter

March 18, 2016 (Friday) Deadline for RDA Submittals

April 19, 2016 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison

May 23, 2016 (Monday) Board Meeting 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Third Quarter

June 17, 2016 (Friday) Deadline for RDA Submittals

July 19, 2016 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison

August 22, 2016 (Monday) Board Meeting 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Fourth Quarter

September 9, 2016 (Friday) Deadline for RDA Submittals

October 11, 2016 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison

November 14, 2016 (Monday) Board Meeting 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Records Retention Schedules are approved quarterly at each Public Records Board meeting. Submission deadlines are at the beginning of each quarter approximately two months before the Board meeting. The submissions are reviewed during the Records Management Committee.

Record Officers are encouraged to attend the Records Management Committee meetings during the quarters they have submissions under review to help expedite the process.