



AGENDA

Public Records Board – Records Management Committee Meeting

Tuesday, February 9, 2016 – 1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

1. Call To Order (Naab)
2. Approval of October 13, 2015 Minutes (Committee)
3. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2016 Public Records Board Record Series (PRB) Index (<http://publicrecordsboard.wi.gov/docview.asp?docid=27198&locid=165>) (Committee)
 - 61 RDAs from 9 state agencies
 - 12 RDAs from 6 counties and local governments
 - 82 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
4. General Record Schedule Updates (Thompson)
Fiscal and Accounting Related Records – Expiration 2016
5. Other Business
 - a. Functional Record Schedule Form (Thompson)
Review of newly developed functional schedule form
 - b. Consider Potential Changes to Format of Quarterly PRB Records Series Indexes to Provide More Clarity (Thompson)