



Records Management Committee
Public Records Board - Minutes
Tuesday, February 9, 2016; 1:00 – 3:30 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Paul Ferguson, Bryan Naab, Sarah Grimm represented Helmut Knies

- 1) **Call to order:** 1:01 PM.
- 2) **Approval of October 13, 2015 Minutes:** The minutes from October 13, 2015 were approved as submitted by consensus.
- 3) **Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2016 Public Records Board Record Series (PRB) Index:** There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

The Committee will forward the Department of Transportation's second extension request for 22 RDAs to the Board for discussion at their March 7, 2016 meeting.

- 4) **General Record Schedule (GRS) Updates:** Georgia Thompson noted the Fiscal and Accounting GRS expires in 2016. It will likely need heavy revisions because of the STAR project. The renewal work may not start until later in 2016. There was a discussion on whether or not to extend the GRS because most of the applicable subject matter experts are working on the STAR project. There was no decision made at this time.
- 5) **Other Business:**
 - a) **Functional Record Schedule Form:** Georgia Thompson overviewed the history of the form. Abbie Norderhaug, who chaired the workgroup, reviewed the steps taken to date. The Committee discussed next steps. The Committee will present the final draft to the Board at their March 7, 2016 meeting for approval. If approved, the draft will be sent to the Department of Administration's Forms Officer to have the official form number assigned and for formatting standardization.
 - b) **Potential Changes to Format of Quarterly PRB Record Series Index:** Georgia Thompson reviewed potential changes to the format of the PRB Record Series Index which are intended to provide clarity. The Committee discussed the proposed changes, suggested edits, and approved the document as amended. The Committee Chair will discuss the changes at the March 7, 2016 Board meeting.

Meeting adjourned at 3:37 PM.
Next meeting: April 19, 2016.