

PUBLIC RECORDS BOARD
2018 Calendar

First Quarter

January 5, 2018 (Friday) Deadline for RDA Submittals

February 13, 2018 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

March 12, 2018 (Monday) Board Meeting 1:00 – 3:30 P.M.
Wisconsin Historical Society – State Archives Preservation Facility, Multi-purpose Room, #205, 204 So. Thornton Ave. Madison.

Second Quarter

March 23, 2018 (Friday) Deadline for RDA Submittals

May 1, 2018 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

June 11, 2018 (Monday) Board Meeting 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Third Quarter

June 15, 2018 (Friday) Deadline for RDA Submittals

July 24, 2018 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

August 27, 2018 (Monday) Board Meeting 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Fourth Quarter

September 7, 2018 (Friday) Deadline for RDA Submittals

October 16, 2018 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

November 19, 2018 (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.