

PUBLIC RECORDS BOARD  
2017 Calendar

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**First Quarter**

January 6, 2017 (Friday) Deadline for RDA Submittals

February 14, 2017 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

March 13, 2017 (Monday) Board Meeting 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

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**Second Quarter**

March 24, 2017 (Friday) Deadline for RDA Submittals

May 2, 2017 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison

June 12, 2017 (Monday) Board Meeting 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

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**Third Quarter**

June 16, 2017 (Friday) Deadline for RDA Submittals

July 25, 2017 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison

August 28, 2017 (Monday) Board Meeting 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

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**Fourth Quarter**

September 8, 2017 (Friday) Deadline for RDA Submittals

October 17, 2017 (Tuesday) Records Management Committee 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison

November 20, 2017 (Monday) Board Meeting 1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

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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.