

PUBLIC RECORDS BOARD  
2019 Calendar

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**First Quarter**

<u>January 11, 2019</u> (Friday)	Deadline for RDA Submittals
<u>February 19, 2019</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>February 26, 2019</u> (Tuesday)	Records Management Committee 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.
<u>March 25, 2019</u> (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**

<u>March 29, 2019</u> (Friday)	Deadline for RDA Submittals
<u>May 7, 2019</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>May 14, 2019</u> (Tuesday)	Records Management Committee 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.
<u>June 10, 2019</u> (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**

<u>June 21, 2019</u> (Friday)	Deadline for RDA Submittals
<u>July 23, 2019</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>July 30, 2019</u> (Tuesday)	Records Management Committee 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.
<u>August 26, 2019</u> (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**

<u>September 6, 2019</u> (Friday)	Deadline for RDA Submittals
<u>October 8, 2019</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>October 15, 2019</u> (Tuesday)	Records Management Committee 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.
<u>November 18, 2019</u> (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.