

## Public Records Board Policy – Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20

It is not uncommon for records to transition from one format to another (for example, paper records which are scanned or otherwise entered in to an electronic system). When this transition occurs the conditions under Wis. Stat. §§ 16.61(7) and 137.20 must be followed. By statute the Public Records Board (Board) should be notified before the transition occurs. The following policy provides two options for Wisconsin Government units to notify the Board. This policy applies to all Wisconsin Government units at the State, County, and Municipal levels.

### Option A – New, Amended, and Renewal RDAs

Transition language will be added to the description of each Records Disposition Authorization (RDA) where it is appropriate to the records described. The language should be presented to the Board on either the PRB-001 or PRB-003 forms for their approval. Original input documents cannot be disposed of until the RDA has been approved by the Board. An example of appropriate language and content is:

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed [confidentially].

### Option B – Existing RDAs and General Records Schedule Records without existing transition language.

Complete the PRB-004, Electronic Records Statement of Intent, form and submit it to the Executive Secretary of the Public Records Board. The requestor will need to provide the required information for each record series where the official record falls under the conditions listed under Wis. Stat. §§ 16.61(7) or 137.20, including records governed by a General Records Schedule. Original input documents cannot be disposed of without authorization from the Executive Secretary of the Board and, if applicable, the State Archivist when records with a disposition of “Transfer to State Archives” are included.