

PUBLIC RECORDS BOARD  
2020 Calendar

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**First Quarter**

January 10, 2020 (Friday)      Deadline for RDA Submittals

February 18, 2020 (Tuesday)      Operations & Training Advisory Committee      10:00 A.M. – 12:00 P.M.  
Department of Administration Conference Room, Rm 132, 101 East Wilson St.

February 25, 2020 (Tuesday)      Records Management Committee      1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

March 23, 2020 (Monday)  
Cancelled      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**

April 3, 2020 (Friday)      Deadline for RDA Submittals

May 12, 2020 (Tuesday)  
Cancelled      Operations & Training Advisory Committee      10:00 A.M. – 12:00 P.M.  
Department of Administration Conference Room, Rm 132, 101 East Wilson St.

May 19, 2020 (Tuesday)  
\* Teleconference \*      Records Management Committee      1:00 – 3:30 P.M.  
Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

June 15, 2020 (Monday)  
\* Virtual Meeting \*      Board Meeting      1:00 – 3:30 P.M.  
Risser Justice Building Law Library, Rm 150A, 17 West Main St. Madison

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**Third Quarter**

June 19, 2020 (Friday)      Deadline for RDA Submittals

July 28, 2020 (Tuesday)  
\* Virtual Meeting \*      Operations & Training Advisory Committee      10:00 A.M. – 12:00 P.M.  
Department of Administration Conference Room, Rm 132, 101 East Wilson St. Madison

August 4, 2020 (Tuesday)  
\* Teleconference \*      Records Management Committee      1:00 – 3:30 P.M.  
Department of Administration Conference Room, Rm 136, 101 East Wilson St. Madison

August 31, 2020 (Monday)  
\* Virtual Meeting \*      Board Meeting      1:00 – 3:30 P.M.  
Department of Administration Conference Room, Rm 136, 101 East Wilson St. Madison

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**Fourth Quarter**

September 11, 2020 (Friday)      Deadline for RDA Submittals

October 20, 2020 (Tuesday)      Operations & Training Advisory Committee      10:00 A.M. – 12:00 P.M.  
Department of Administration Conference Room, Rm 132, 101 East Wilson St. Madison

October 27, 2020 (Tuesday)  
New Location      Records Management Committee      1:00 – 3:30 P.M.  
Department of Administration Conference Room, Rm 136, 101 East Wilson St. Madison

November 23, 2020 (Monday)      Board Meeting      1:00 – 3:30 P.M.  
Risser Justice Building Law Library, Rm 150A, 17 West Main 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.