PUBLIC RECORDS BOARD
2022 Calendar

First Quarter

January 7, 2022 (Friday)	Deadline for RDA Submittals	
February 8, 2022 (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
February 15, 2022 (Tuesday)	Records Management Committee	1:00 P.M.
March 21, 2022 (Monday)	Board Meeting	1:00 P.M.

Second Quarter

April 1, 2022 (Friday)	Deadline for RDA Submittals	
May 3, 2022 (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
May 10, 2022 (Tuesday)	Records Management Committee	1:00 P.M.
June 13, 2022 (Monday)	Board Meeting	1:00 P.M.

Third Quarter

June 24, 2022 (Friday)	Deadline for RDA Submittals	
July 19, 2022 (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
July 26, 2022 (Tuesday)	Records Management Committee	1:00 P.M.
August 29, 2022 (Monday)	Board Meeting	1:00 P.M.

Fourth Quarter

September 9, 2022 (Friday)	Deadline for RDA Submittals	
October 11, 2022 (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
October 18, 2022 (Tuesday)	Records Management Committee	1:00 P.M.
November 21, 2022 (Monday)	Board Meeting	1:00 P.M.

Meeting location information can be found on the Public Records Board website at:

https://publicrecordsboard.wi.gov/pages/home.aspx. Click on the "Meetings" tab, choose the

appropriate Board or Committee page, then click on the meeting agenda.

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.