

# PUBLIC RECORDS BOARD 2023 Calendar

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## First Quarter

<u>January 6, 2023</u> (Friday)	Deadline for RDA Submittals	
<u>February 7, 2023</u> (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
<u>February 14, 2023</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>March 20, 2023</u> (Monday)	Board Meeting	1:00 P.M.

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## Second Quarter

<u>March 31, 2023</u> (Friday)	Deadline for RDA Submittals	
<u>May 2, 2023</u> (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
<u>May 9, 2023</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>June 12, 2023</u> (Monday)	Board Meeting	1:00 P.M.

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## Third Quarter

<u>June 16, 2023</u> (Friday)	Deadline for RDA Submittals	
<u>July 18, 2023</u> (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
<u>July 25, 2023</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>August 28, 2023</u> (Monday)	Board Meeting	1:00 P.M.

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## Fourth Quarter

<u>September 8, 2023</u> (Friday)	Deadline for RDA Submittals	
<u>October 10, 2023</u> (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
<u>October 17, 2023</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>November 20, 2023</u> (Monday)	Board Meeting	1:00 P.M.

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**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.

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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 and Public Records Board meetings during the quarters they have submissions under review to help expedite the process.