

PUBLIC RECORDS BOARD 2025 Schedule

First Quarter

<u>January 3, 2025</u> (Friday)	Deadline for RDA Submittals	
<u>February 11, 2025</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>February 18, 2025</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>March 24, 2025</u> (Monday)	Board Meeting	1:00 P.M.

Second Quarter

<u>March 28, 2025</u> (Friday)	Deadline for RDA Submittals	
<u>May 6, 2025</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>May 13, 2025</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>June 16, 2025</u> (Monday)	Board Meeting	1:00 P.M.

Third Quarter

<u>June 20, 2025</u> (Friday)	Deadline for RDA Submittals	
<u>July 29, 2025</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>August 5, 2025</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>September 8, 2025</u> (Monday)	Board Meeting	1:00 P.M.

Fourth Quarter

<u>September 12, 2025</u> (Friday)	Deadline for RDA Submittals	
<u>October 14, 2025</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>October 21, 2025</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>November 24, 2025</u> (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 Disposition Authorizations (RDAs) 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.