

STATE OF WISCONSIN  
Public Records Board

SCOTT WALKER  
GOVERNOR

Georgia Thompson  
Executive Secretary



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Minutes – Approved  
Public Records Board  
June 1, 2015; 1:30pm – 4:00pm  
Legislative Audit Conference Room  
22 East Mifflin Street, 4<sup>th</sup> Floor

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Board Members Present: Matt Blessing, Carl Buesing, Bryan Naab, and Melissa Schmidt

Board Members Excused: Sandra Broady-Rudd, Peter Sorce

1) **Call To Order:** 1:31 PM

2) **Minutes from March 9, 2015:** The March 9, 2015 minutes were approved as submitted by the Board by consensus.

3) **Comments from Chair:** The Board Chair, Matt Blessing, informed the Board he reached out to, and received a response from, the new Attorney General regarding an open seat on the Board. The response indicated that the Attorney General will identify a new designee to the Board. Matt then discussed the bi-annual Public Records Attorney's Group (PRAG) conference that Georgia Thompson and he spoke at in early April. He was impressed by the variety and relevance of the agenda items. Both Georgia and Matt spoke about the need for increased records management awareness and training. Georgia also spoke about the pending Legal General Records Schedule. Matt additionally spoke about the Wisconsin Historical Society's efforts and progress in capturing State agency and local unit of governments' website content for preservation. Matt asked Board members if they thought adding the PRAG Chair to the distribution list for some Board communications is a good idea. Board members present agreed.

4) **Committee Reports**

a) **Records Management Committee:**

- i) **2<sup>nd</sup> Quarter Index:** Committee Chair, Bryan Naab, noted the submissions this quarter were routine in nature and substance. He also noted that the Committee is looking forward to having a Department of Justice representative again. There was a discussion by Board members present regarding the impact of the vacancy Attorney General designee on the Committee and its tasks. Bryan Naab motioned, seconded by Carl Buesing, the PRB Record Series Index be approved as submitted, all approved.
- ii) **PRB-001 Revisions:** Georgia Thompson reviewed the revisions to PRB-001, the Records Retention Disposition form. The proposed revisions are a direct result of process changes requested previously by the Board. The revisions will provide consistency for Record Officers. The Committee reviewed the changes and brought them forward for Board approval. The revisions were approved by consensus.
- iii) **Review Checklist and Functional Template:** Georgia Thompson gave a brief update on the status of the development of a Records Retention Functional Schedule template. The template will provide consistency for the RDA submissions to the Board. A committee of records officers is working to create the template. A draft of the template will be presented to the Records Management Committee (RMC) and the Board for final review, input and approval. She also provided an update on the development of a checklist of the current Records Retention Disposition

Authorization (RDA) approval process. These two documents will provide a smoother process and save time for all involved. There was an in-depth discussion by Board members and record officers present. The primary concerns of Board members are that the documents may be more policy than a checklist, whether or not official forms are being created, and the intended audience and how they will use the documents. The Board Chair noted that the new Attorney General's designee will most likely want input on the documents during this process and asked for everyone's patience.

- b) Records Resource Management Committee:** Committee Chair, Sandra Broady-Rudd, emailed a summary of the Committee's progress on the Guidance for Managing Social Media Records which Georgia Thompson reviewed with the Board. The draft of the Guidance was presented to the Information Technology Directors Council on May 13, 2015. It will be presented to the Administrative Officers Council on June 10, 2015. Once feedback is received from both Councils the draft will be updated as necessary and then submitted to the RMC and the Board for further review, input, and approval.
- c) Records Officer Council:** Council Chair, Georgia Thompson noted the Council has been reviewing and submitting updates on General Record Schedules as needed to the RMC. The Training Committee is continuing its work on a records management glossary. The Committee is preparing a scoping document for the June 10, 2015, Council meeting to outline additional materials to be included in the training toolkit. A draft of all documents will be sent to the RMC before they come to the full Board for review and approval. Georgia also informed Board members that the State Records Center is developing a procedures manual for use by state agency records officers.
- d) Policy Committee:** The Committee Chair, Matt Blessing, reported that the Committee meeting for mid-May was cancelled. He noted two topics the Committee will be addressing are email within the State and the need for I.T. representation on the Board.

## 5) Other Business:

- a) Wisconsin State Preservation of Electronic Records Project:** The Board Chair discussed the objectives of a grant recently received by the Wisconsin Historical Society (WHS) from the National Historical Publications and Records Commission, the granting arm of the National Archives. The grant specifically focuses on state archives and electronic records preservation. Helmut Knies gave a presentation on the specifics of the grant project within the WHS. This project will focus on the transfer of electronic records from state agencies to the WHS. The WHS is currently working with the Preservica program as an electronic records repository. Preservica is being used by several other states already and can be managed by a small staff. The WHS will enter into a pilot project with four agencies over a three year period.
- b) Open Government Law/DOJ Summit:** Georgia Thompson reviewed an article published in March, 2015, by Attorney General Brad Schimel in correlation with Sunshine Week. The article stated the Attorney's General's intent to hold a summit to review and update open meeting and public records laws in the State of Wisconsin. There was a discussion by Board members about potential impacts to Public Records Law.
- c) Staff Training/Orientation – Public Records Law:** Carl Buesing reviewed an article on the history of camera and smartphone sales from 1947-2014. He noted that records discussions should include the topic of personal devices and the explosion of sales of smartphones. Matt Blessing stated the need for records training during new hire orientations is important as many staff do not understand that a public record could be created on their personal or business device.

Meeting Adjourned at 3:05 PM.

Next scheduled meeting: August 24, 2015, 1:30 – 4:00pm, Legislative Audit Bureau, Conference Rm, 4<sup>th</sup> Floor.