

STATE OF WISCONSIN  
Public Records Board

SCOTT WALKER  
GOVERNOR

Georgia Thompson  
Executive Secretary



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Minutes – Approved  
Public Records Board  
March 9, 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, Sandra Broady-Rudd, Carl Buesing, Bryan Naab, and Melissa Schmidt

Board Members Excused: Peter Sorce

1) **Call To Order:** 1:30 PM

2) **Minutes from November 10 2014:** The Board reviewed the draft minutes. Sandra Broady-Rudd moved, seconded by Melissa Schmidt, that the minutes be approved as submitted. The motion passed unanimously.

3) **Comments from Chair:** The Board Chair, Matt Blessing, was on a conference call prior to the meeting with leaders from the Society of American Archivists, the National Association of Government Records Archivists and Records Managers, and the Council of State Archivists. The call topics included email management concerns and issues for records management and archival staff. Following the call, the Chair was grateful the State of Wisconsin has clear and well defined in-state statutes addressing records management, format notwithstanding. He noted that the Wisconsin Historical Society recently instituted a new employee orientation which includes 15-30 minutes of records training. The Chair commended the work of the Board and its committees in the past two years for their commitment to improving records management training throughout the State. He encouraged everyone present to continue to implement training within their agencies. The Chair noted that ongoing education and training initiatives of the Records Resource Management Committee and Records Officer Council have a natural overlap with the Policy Committee.

4) **Committee Reports**

a) **Records Management Committee:** The Committee Chair, Bryan Naab, stated that this quarter's Public Records Board (PRB) Records Series Index submissions were straightforward and needed minimal follow-up. He did note two retention schedule submissions where the retention event is noted as, "when no longer necessary". He discussed the committee's review and follow-up with each agency, Employee Trust Funds and UW Madison which led to the committee recommending their approval on the index this quarter. Board members asked clarifying questions on those two retention schedules and had additional questions regarding other submissions listed on the index. The Board had continued concerns on the UW Madison retention schedule, GRS01696, and its use of the event "when no longer necessary". The Board also felt they needed clarification of the disposition chosen on another UW Madison retention schedule, UWUG903. Following the discussion Carl Buesing moved, seconded by Matt Blessing, that two retention schedules from the UW Madison submissions, GRS01696 and UWUGS903, be held from approval at this time and the remainder of the index be approved as submitted, the motion passed unanimously.

- b) **Records Resource Management Committee:** The Committee Chair, Sandra Broady-Rudd, stated the Committee is making good progress on the social media guidance document. The draft will begin the vetting process with the Records Officer Council in April. The goal is to have a draft for presentation to the Board at the June 1, 2015 meeting.
- c) **Records Officer Council:** Council Chair, Georgia Thompson, noted that Mary Burke provided comments on the Legal General Record Schedule (GRS) prior to leaving the Board and those comments are being addressed. The updated draft will go back to the workgroup then through the usual vetting process which includes the Record Officer Council (ROC) and Administrative Officers Council. The workgroup that is revising four GRSs which expire in 2016, Forms, Records, Mail, and Library, began vetting their updated draft retention schedules. The draft is currently under review by the ROC. When this work is complete, the retention schedules in these four GRSs will be superseded by, or included in, the Administrative GRS. These revisions should go through the PRB review process during the third quarter. The ROC Chair stated there are revisions to the Administrative GRS to revise, supersede, or add new retention schedules for Continuity of Operations/Continuity of Government records expected in the second quarter. The Fiscal and Accounting GRS will expire in 2016. Due to the STAR Project most subject matter experts will not be available to participate in a workgroup until later in 2016, so no work is anticipated on this renewal until then.
- d) **Policy Committee:** The Committee Chair, Matt Blessing, said the committee has not met this year. When they do their focus will be covering all their bases in terms of records management policies. He also noted that the University of Wisconsin may become a public authority and that kind of change may have an impact on their records management and their relationship with the Board.

## 5) Other Business:

- a) **Elections:** Pursuant to Section 15.07(2) of the Wisconsin Statutes, at its first meeting in each year, every board shall elect a chairperson, vice chairperson, and secretary. The Board Chair asked for nominations. Bryan Naab nominated, seconded by Melissa Schmidt, as follows: Chairperson – Matt Blessing; Vice Chairperson – Sandra Broady-Rudd; and Secretary – Carl Buesing, all approved.
- b) **New PRB Member Orientation:** Board Chair, Matt Blessing, will reach out to both the Office of the Governor and Department of Justice regarding filling current Board vacancies. The new training for PRB Members will be utilized when these vacancies are filled.
- c) **Current Work by WHS with Archive-IT:** The Board Chair provided an overview of the history of Archive-IT and introduced Abbie Norderhaug with the Wisconsin Historical Society (WHS) who gave a presentation to the Board. Abbie spoke about the purpose and current usage of Archive-IT by the WHS and state agencies. WHS currently crawls and captures all Wisconsin county websites and some state agency websites at varying intervals. She explained how Archive-IT can be set up to crawl at various intervals with very specific settings regarding what is and is not being captured. One of the grey areas in using this technology is understanding when a record vs. a publication is being captured as publications have their own unique set of requirements for maintenance. Abbie answered questions from Board members present during her presentation.

Meeting Adjourned at 3:30 PM.

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