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Minutes – Approved  
Public Records Board  
November 16, 2015; 1:30pm – 4:00pm  
Legislative Audit Bureau  
22 E. Mifflin St – 4<sup>th</sup> Floor Conference Rm

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Board Members Present: Matt Blessing, Sandra Broady-Rudd, Carl Buesing, Paul Ferguson, Bryan Naab, Melissa Schmidt, and Peter Sorce

- 1) **Call To Order:** 1:31 PM. The Board Chair, Matt Blessing, noted that he was advised the Board should have time on each agenda, typically two minutes, for a “Public Comment Period.” At this time he opened the floor to members of the public wishing to make a comment. Hearing none, he moved forward with the remainder of the agenda. In the future this will be a standing agenda item.
- 2) **Minutes from August 24, 2015:** The Board reviewed the August 24, 2015 draft minutes. Paul Ferguson moved, seconded by Sandy Broady-Rudd, that the minutes be approved as submitted, all approved.
- 3) **Comments from Chair:** The Board Chair introduced Andrew Baraniak. Andrew is the new local government archivist with the Wisconsin Historical Society. He replaces Virginia Fritzsich who recently retired. He then asked the PRB Executive Secretary, Georgia Thompson, to introduce the Dept. of Administration staff present. Georgia introduced Bureau Director Linda Barth, Division Administrator James Langdon, and Chief Legal Counsel Greg Murray.

#### 4) Committee Reports

##### a. Records Management Committee:

- i) **4<sup>th</sup> Quarter Index:** Committee Chair, Bryan Naab, stated the submissions this quarter were routine in nature and substance. He noted that a local unit of government requested a retention for surveillance videos longer than the approved 120 days in the Facilities General Records Schedule which the committee felt was acceptable. The Board members had a brief discussion of the language in RDA FAC00082. Paul Ferguson motioned, seconded by Peter Sorce, the PRB Record Series Index be approved as submitted, all approved.
- ii) **RDA Checklist:** The Committee Chair overviewed the Records Retention Schedule Review Checklist which was developed to assist Board Support Staff within DOA. The committee approved the items on the checklist DOA staff will be reviewing when they receive RDA submissions each quarter. Bryan noted that the checklist prompted a discussion of the level of review and detail a legal citation is given when provided within a submission. He gave a brief background on the history of review done by members of the committee. Due to the time involved to review legal citations the committee is asking the Board for their input on where primary responsibility for accuracy should lie and the level of scrutiny expected of committee members. After a discussion including Board members and record officers present the consensus was that agencies have primary responsibility for ensuring accuracy of the legal citations within their submissions and the current level of scrutiny by the committee should continue.
- iii) **PRB-001 Revisions:** Georgia Thompson reviewed requested revisions to the PRB-001 form per Bryan’s request. The revisions are not substantive in nature and are only formatting changes for the

purpose of allowing as much space for the RDA description as possible. The revisions were approved by consensus.

- iv) The Committee Chair overviewed correspondence from the Stafford Rosenbaum law firm received by the Board Executive Secretary, Georgia Thompson. The law firm submitted a statement of intent regarding electronic records management pursuant to Wis. Stat. § 16.61(7) as they represent several local units of government. Representatives from the law firm attended the committee meeting and participated in a discussion of the letter. Bryan acknowledged the law firms desire to comply with the statutes. The Board Chair noted this topic was brought to the attention of the policy committee also and will be discussed further under that agenda topic.

**b. Records Resource Management Committee:**

- i) **Guidance for Managing Social Media Records:** Committee Chair, Sandra Broady-Rudd, gave a brief overview of the document and its vetting history. Paul Ferguson will work with attorneys from both the Dept. of Justice and the Dept. of Administration to provide feedback to the committee. Some of the Board members are concerned that a 'guidance' document will be seen as a policy document. The Board Chair thanked Sandra and the committee members for their work and patience on this document. Carl Buesing provided an example policy document that was added as an appendix to the document. Sandra said the committee's next topic will be data warehousing.

- c. **Records Officer Council:** Council Chair, Georgia Thompson, noted an inter-agency committee chaired by Abbie Norderhaug finished the draft of the RDA Checklist which was approved by the RMC this quarter. The same committee is working on the final draft of the RDA functional format document which should be submitted in the first quarter of 2016 for review and approval. Ana Aquino-Perez is chairing the training committee and they are working on a records management glossary.

**d. Policy Committee:**

- i) **Statement of Intent:** Committee Chair, Matt Blessing, overviewed the letters which the Board has received from Stafford Rosenbaum and the discussion during the committee. He noted that Paul Ferguson and Betsy Winterhack, legal counsel with DOA, also attended the meeting and provided input. The committee will be asking the law firm for clarity regarding the nature of the records as they are unsure if the records in questions are those of the law firm or each local unit they represent. The committee initial findings are that any statement of intent will need to be submitted by each local unit of government and not Stafford Rosenbaum. There was a discussion by all Board members present about the language and intent of the statute and who is the official record holder. Representatives from Stafford Rosenbaum arrived at the meeting to answer questions and participate in further discussion at this time. After some discussion Carl Buesing motioned, seconded by Sandy Broady-Rudd, that Stafford Rosenbaum will be asked to submit a revised statement of intent which clearly denotes compliance with Administrative Rule 12 and includes copies of ordinances, or resolutions, enacted by each local unit of government they represent which will be maintain records in an electronic format, all approved.
- ii) **RDA Extension Policy:** The Committee Chair overviewed the draft of a letter which will be sent to each agency head from the Board Chair and asked the Board members for their input. He noted the main focus is to encourage agencies to act on their sunset RDAs. The Board members discussed the intent of the letter and suggested a few formatting edits. Matt Blessing motioned, seconded by Peter Sorce, that the letter be amended as discussed and then be distributed before the holidays, all approved.

**5) Other Business:**

- a. **DET – Enterprise Content Management System:** David Cagigal, DOA, Administrator for the Department of Enterprise Technology (DET) and the State's Chief Information Officer, and his Deputy Administrator, Herb Thompson, provided a presentation and answered questions regarding the implementation of On Base. On Base is an electronic records management system which will integrate with PeopleSoft. Herb shared the next steps to expect in the process. He explained that there is still a significant amount of

work to be done which will include working with the Board, records officers, and the historical society to ensure records management requirements and needs are being met.

- b. Email Guidance:** Georgia overviewed the history of the document and the current revision process. Board members reiterated their concern about possible confusion between guidance and policy documents. A suggestion was made that this document could possibly be presented as a Frequently Asked Questions (FAQ) document instead of guidance. Board members agreed a FAQ may be a good option to explore. Georgia will forward the collated comments/notes provided by Mary Burke to the attorneys on the Board for their review. Matt suggested that the revision process should continue via the policy committee.
- c. 2016 PRB Schedule:** The Board Chair proposed that meetings be moved up half an hour from 1:30-4 to 1-3:30 pm. This will include both the PRB and RMC meetings. The time changed was approved by consensus. The Board Chair asked members to review their calendars and notify Kathryn if they have any scheduling conflicts with the proposed dates distributed with the meeting materials by the end of the month.

Meeting Adjourned at 3:49 PM.

Next scheduled meeting: To be determined.