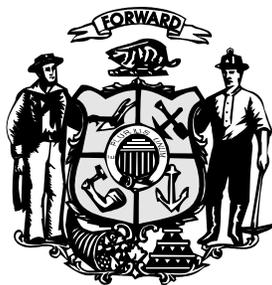


STATE OF WISCONSIN
Public Records Board

SCOTT WALKER
GOVERNOR

Georgia Thompson
Executive Secretary



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Madison, WI 53702
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Minutes – Approved
Public Records Board
March 7, 2016; 1:00pm – 3:30pm
Legislative Audit Bureau
22 E. Mifflin St – 4th Floor Conference Rm

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

1) **Call To Order:** 1:03 PM.

2) **Approval of November 16, 2015 and January 11, 2016 Meeting Minutes:** The Board reviewed the November 16, 2015 and January 11, 2016 draft minutes. Peter Sorce moved, seconded by Paul Ferguson that the November 16, 2015 minutes be approved as amended and the January 11, 2016 minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	Not Present *		
Carl Buesing	Not Present *		
Paul Ferguson	X		
Bryan Naab	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		
* Board member arrived to the meeting after this vote.			

3) **Comments from Chair:** The Board Chair, Matt Blessing, noted that both Bryan Naab and Georgia Thompson will be retiring from state service before the next Board meeting. Bryan is the Designee of the Legislative Audit Bureau. His replacement will be Anne Sappenfield. Georgia is the Executive Secretary of the Board and the Department of Administration (DOA) Records Management Section Chief. Linda Barth, DOA Enterprise Fleet Bureau Director, will be replacing Georgia as Executive Secretary. Linda introduced Jordan Tilleson who is the new Records Management Section Chief and Diane Griffin who will be conducting records management reviews for DOA. The Board Chair has not heard from the Governor's appointment secretary regarding the vacant small business designee appointment.

The Board Chair discussed four topics important for the Board in the year ahead: 1) the need for DOA legal counsel to support the Board, specifically concerning review of general records schedules, 2) the policy committee will be reviewing the Board makeup, the need for information technology representation and the current committee structure, 3) the feasibility of digitizing all records retention disposition authorizations (RDAs) and making them available on the Board website, and 4) potential procedural changes, such as each Board member receiving copies of all RDAs reviewed by the Boards' Records Management Committee (RMC) as was done this quarter.

4) Committee Reports

a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2016 Public Records Board (PRB) Record Series Index:** The Committee Chair, Bryan Naab, highlighted two submissions on the PRB Record Series Index this quarter: the Department of Transportation (DOT) is requesting second extensions of 22 RDAs and the Department of Corrections (DOC) submitted changes to their submission after the RMC had already approved the original. The DOT Records Officer answered questions by the Board. After some discussion the Board decided to approve the second extensions being requested by DOT as notated on the index. The Board members stated that the current extension policy should be reviewed for possible revisions. The Committee members were given an opportunity to review the changes submitted by DOC. The Board members were concerned that approving a submission which was changed after the Committee meeting when no changes had been requested would set a precedent. The Board decided to approve the DOC changes as notated on the index this one time. At this time, the Committee Chair also discussed agenda item 4) a) iii) PRB-001 Revisions. Sandra Broady-Rudd moved, seconded by Carl Buesing, that the first quarter 2016 PRB Record Series Index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Bryan Naab	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- ii) **Functional Records Schedule:** The Committee is recommending the Board approve the final draft of the functional records schedule. As discussed at previous Board meetings this will be an official PRB form. Board members noted that the form should be reviewed by DOA legal counsel prior to being effective. The final form could tentatively be effective July 1, 2016. Matt Blessing moved, seconded by Paul Ferguson that the Functional Records Schedule form be approved as submitted with the intention to review and revise in mid-2017. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Bryan Naab	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

- iii) **Discussion of Format Changes to Quarterly PRB Record Series Indexes:** The Committee Chair reviewed language revisions to the index that the Committee approved to increase the documents level of clarity. Board members agreed that the current revisions provided the intended increased clarity. After an in-depth discussion by all Board members additional revisions were requested. The Board also asked PRB support staff present to review the definition of a “new” RDA for further clarification.

5) Other Business:

- a. Annual Election of Public Records Board Officers:** Melissa Schmidt nominated Matt Blessing as Board Chair, seconded by Peter Sorce. Bryan Naab nominated Sandra Broady-Rudd as Vice-Chair, seconded by Paul Ferguson. Bryan Naab nominated Carl Buesing as Secretary, seconded by Peter Sorce. The nominated candidates were unanimously approved. At this time the Board Chair asked Paul Ferguson if he would serve as Chair for the Records Management Committee. Paul agreed. The nominations were approved:

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Bryan Naab	X		
Melissa Schmidt	X		
Peter Sorce	X		
Matt Blessing	X		

Meeting Adjourned at 2:40 PM.

Next scheduled meeting: May 23, 2016.