



Minutes – Approved
Public Records Board
November 14, 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, Anne Sappenfield, Melissa Schmidt, and Peter Sorce

- 1) **Call To Order:** 1:01 PM.
- 2) **Approval of August 22, 2016 Meeting Minutes:** The Board reviewed the August 22, 2016 draft minutes. Peter Sorce moved, seconded by Sandra Broady-Rudd, that the August 22, 2016 minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

3) **Comments from Chair**

- a. **The Value of State Public Records for Genealogists:** The Board Chair, Matt Blessing, overviewed one of the many topics the Historical Society considers when reviewing RDAs in their role as a member of the Records Management Committee (RMC), genealogy research. Genealogy is the second most popular hobby in the nation. Matt gave a presentation on the types and history of records the Historical Society houses. He noted that many state records provide unique information on individuals that researchers cannot typically find elsewhere, such as occupational licensing and enlistment roll records. In partnership with UW System Libraries, the state supports 14 Area Research Centers where records can be transferred and viewed. In the future, Matt will be asking the other members of the RMC to give similar presentations on their perspective when reviewing RDAs.
- b. **Update on Staffing PRB new Committees:** As the Committee Chair, Matt Blessing, noted that the Policy Committee did not meet this past quarter. The Board continues to have one vacancy: small business representative. Matt asked Committee Chair, Sandra Broady-Rudd, to provide an update on the Operations and Training Advisory Committee (OTAC). She reported that they had the first meeting earlier in the day and reviewed the membership of the committee.

4) Committee Reports

a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on Fourth Quarter 2016 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that the majority of the issues and suggestions made were routine in nature. The Board discussed the submission from Waukesha County with the revised record series' that held from approval last quarter. They also discussed the City of Palmyra's submission at length.

Carl Buesing moved, seconded by Sandra Broady-Rudd, that the fourth quarter 2016 PRB Record Series Index be approved as submitted. Matt Blessing proposed the motion be amended to exclude approval of two record series in the submission from the City of Palmyra, Insurance Policies and Email Correspondence. The motion was approved as amended.

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

Additionally, Paul overviewed the committee's discussion of the agenda notations and suggested changes to the listing of RDAs each quarter so they more accurately reflect local unit submissions. The Board members agreed that the changes were a good idea.

5) Other Business

- a. **2017 PRB Schedule:** The Board discussed the proposed 2017 meeting schedule. Sandra Broady-Rudd motioned, seconded by Peter Sorce, that the schedule be approved as amended. The motion was approved.

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

Meeting Adjourned at 2:05 PM.

Next scheduled meeting: to be determined.