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Minutes – Approved  
Public Records Board  
November 20, 2017; 1:00pm – 3:30pm  
Legislative Audit Bureau  
22 E. Mifflin St – 4<sup>th</sup> Floor Conference Rm

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Board Members Present: Matt Blessing, Carl Buesing, Paul Ferguson, Anne Sappenfield, Melissa Schmidt, and Peter Sorce

Board Members Excused: Sandra Broady-Rudd

1) **Call To Order:** 1:00 PM.

2) **Approval of August 28, 2017, Meeting Minutes:** The Board reviewed the August 28, 2017, draft minutes. Anne Sappenfield moved, seconded by Peter Sorce, that the August 28, 2017, minutes be approved as submitted. The motion was approved.

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

3) **Comments from Chair:** The Board Chair, Matt Blessing, noted that Sandra Broady-Rudd has retired from the Board effective 12/31/2017, and there will be two vacancies. He congratulated the Records Management (RM) staff and cross-agency committee on the success of the Records Management Conference in October. Linda Barth will provide a summary later as listed on the agenda. The Wisconsin Historical Society (WHS) staff that participated in the conference said their main take-away was the recurring interest in handling social media, text messages and other electronic formats records may be in. Matt said he would like the RM and WHS staff to work together and revisit the social media guidance draft document the Board reviewed two years ago. He asked Board members if they thought this was a good idea. There was a brief discussion by Board members and all agreed it was a good idea. Matt mentioned that he and Paul Ferguson have been asked to speak at the Digital Government Summit on November 30, 2017.

**4) Committee Reports**

**a. Records Management Committee:**

- i) Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter 2017 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that most of the issues and suggestions made were routine in nature. He noted that the index included the renewal of the Fiscal and Accounting General Records Schedule. The Committee recognized and appreciated the efforts of the workgroup. The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Following the discussion Carl Buesing moved, seconded by Matt Blessing, that the language in the Department of Administration’s RDA 944 be amended to read “may be confidential” instead of “is confidential”. The motion was approved.

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

Carl Buesing moved, seconded by Peter Sorce, that the submissions on the fourth quarter 2017 PRB Record Series Index be approved as amended. The motion was approved.

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

**b. Operations and Training Advisory Committee:**

- i) Guidelines for the Management and Retention of Public Record Email:** Linda Barth overviewed the draft provided for Board members which the Committee worked on as requested by the Board Chair early in 2017. She explained this was the first draft which the committee expects will be vetted and revised by appropriate stakeholders before a final draft is presented for Board approval. At this time the committee is asking for input from the Board as to the overall format, audience, and style the information is being provided in to ensure it meets the Board’s goals. Board members discussed the draft and provided feedback on content, formatting, and the intent of the document. The Board would like RM and WHS staff to revise the document as they work on the social media and other e-records documents as directed during the Chair comments earlier.

**c. Policy and Governance Committee:**

- i) **Municipal Records Manual:** Andrew Baraniak gave an update on the revision of the municipal manual by WHS staff. The draft continues to be vetted with various municipal associations and has been very well received. WHS staff expects the draft to be submitted for review during the first or second quarter cycle in 2018. They are asking for the Board's input regarding if the manual should continue as a guidance document or be a General Records Schedule (GRS) like the County GRS, with the ability to opt in using the current adoption process. Both Andrew and Kathryn Egeland noted that the municipalities they work with would prefer to be able to opt in to an approved GRS. The Board consensus was that the manual should continue to move forward as a GRS and be listed on the Board website with the other approved GRSs so it can be adopted per the current process.
  
- ii) **General Records Schedule Policy:** The Committee Chair, Matt Blessing, thanked the Board Support Staff for their hard work revising the GRS Policy and related documents in such a careful, methodical manner. As requested at the August 28, 2017, meeting, Board Support Staff met with records management stakeholders and provided feedback to the Committee. The Committee spent the majority of their meeting discussing the feedback and proposed revisions. They requested a few changes to the drafts which are reflected in the documents provided to Board members. The Board discussed the revisions requested and changes they are not recommending at this time. Anne Sappenfield moved, seconded by Melissa Schmidt, that the General Records Schedule Policy, the Introduction to General Records Schedules, and the Notification of General Records Schedule Adoption be approved as submitted. The motion was approved.

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

**5) Other Business**

- a. **2018 PRB Schedule:** The Board reviewed the proposed 2018 schedule. Peter Sorce moved, seconded by Carl Buesing, that the schedule be approved as submitted. The motion was approved.

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

**b. Digitization Project Guidance Documents:** Matt Blessing updated the Board on the Digitization Guidance documents and thanked Board members for their editorial input. Sarah Grimm overviewed the changes and discussed the positive feedback received at the Records Management Conference when the documents were presented during the breakout sessions. The Board discussed the updates made and their options for posting the documents. Anne Sappenfield moved, seconded by Peter Sorce, that the documents be accepted for electronic publication on the Board website in the document library with the other Board approved guidance documents. The motion was approved.

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

**c. Records Management Conference:** Linda Barth gave a recap of the Records Management Conference held by the Department of Administration in October. She thanked the members of the Public Records Board and Wisconsin Historical Society for their participation and assistance. There were 224 participants total. The responses to the surveys were very positive for both the general sessions and breakout topics. As always there are lessons to be learned, but overall, the conference was a success.

Meeting Adjourned at 2:56 PM.

Next scheduled meeting: March 12, 2018.