



Minutes – Approved
Public Records Board
August 27, 2018; 1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

Board Members Present: Matt Blessing, Paul Ferguson, Anne Sappenfield, and Melissa Schmidt.

Board Members Excused: Carl Buesing and Peter Sorce.

- 1) **Call To Order:** 1:00 PM.
- 2) **Approval of June 11, 2018, Meeting Minutes:** The Board reviewed the June 11, 2018, draft minutes. The amended June 11, 2018, minutes were approved by consensus.
- 3) **Comments from Chair:** The Board Chair, Matt Blessing, discussed the recent historic levels of flooding and how it has impacted the new State Archives Preservation Facility. There was significant forethought in the design of the facility grounds and the flooding has not impacted the building at this time. Matt noted while attending an annual national conference, that after 25 years of struggling with email management, there has been significant headway made in recent years. The Wisconsin Historical Society's (WHS) grant they received from the National Archives, with a 3-year granting period, will wrap up in early 2019. The grant project focused on establishing protocols for the ingest of e-records from State agencies. The WHS has multiple projects underway regarding email and other e-records management topics. Later on the agenda there are two good projects for approval that will move the Board forward in it's mission to assist training State employees and managers.

4) Committee Reports

a. Records Management Committee:

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2018 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that most of the issues raised, and suggestions made, were routine in nature. A couple items of note are the Municipal Records General Records Schedule (GRS) and the Department of Transportation's second extension requests. The Committee recognized and appreciated the efforts of WHS staff members and the work put in to Municipal Records GRS.

The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Part of the discussion focused on review of statutory citations referenced in RDA submissions

related to confidential access and retention requirements of records. The Committee reiterated that the primary responsibility for citation checking lies with the submitting entity. Each Committee member checks citations when they feel it's appropriate to do so. The Board Chair is comfortable with the current level of review of citations. Following the discussion, the second quarter 2018 PRB Record Series Index was approved as submitted by consensus.

b. Operations and Training Advisory Committee:

- i. **Email Best Practices:** Linda Barth overviewed the history of the email guidance document. When the Board reviewed the previous draft they asked the workgroup to make the document more concise and in a similar format to current Board approved guidance pieces. The draft before the Board currently has been reviewed by the Committee and is being brought forward for their review and approval. There was significant discussion on the draft language pertaining to what is and is not a public record. Board members suggested several revisions and asked that a revised draft be vetted by Records Officers and the Committee again. The vote was tabled until the November 19, 2018, Board meeting.
- ii. **Public Employee Introduction to Records Management Training Module:** Linda Barth reviewed the development of the training module. The training module is based on the Board's current Records Management Introduction for State Employees informational sheet. The training module will be available via STAR ELM as an optional training employees can take upon Board approval. Steve Borkowski previewed the training and Board members made a few suggestions for revisions as he went through the slides. Overall, Board members were very pleased with the training module and appreciated the effort it took to develop a new style of training. The Board Chair asked Records Officers present for their feedback. The Committee sees the training module as a tool agencies can incorporate into new employee orientation. Anne Sappenfield moved, seconded by Melissa Schmidt, that the training module be approved as amended. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	x		
Anne Sappenfield	x		
Melissa Schmidt	x		
Matt Blessing	x		

- c. **Policy and Governance Committee:** The Committee Chair, Matt Blessing, provided an update on the Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy. Kathryn Egeland presented the policy and its practical applications at the Records Officer meeting and it was well-received. At this time there have been three PRB-004 forms submitted. The State Archivist reviews the forms to note what entities should be contacted about records designated with a transfer disposition. The current form does not request how and when digitizing may start. The Board will continue to monitor the policy and use of the form at this time with the understanding that it may need updates in the future.

Meeting Adjourned at 2:41 PM.

Next scheduled meeting: November 19, 2018.