



Minutes – Approved
Public Records Board
March 12, 2018; 1:00pm – 4:30pm
Multi-Purpose Room, #205
204 So. Thornton Ave
Madison, WI 53703

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

- 1) **Call To Order:** 1:02 PM.
- 2) **Approval of August 28, 2017, Meeting Minutes:** The Board reviewed the November 20, 2017, draft minutes. Peter Sorce moved, seconded by Paul Ferguson, that the November 20, 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, told three short stories about key events in the history of state archives in Wisconsin. The first state archives were built in 1900. In the early 1900's Civil War veterans entrusted the State with their artifacts. In the 1960's the collection documenting performing arts began at the University of Wisconsin - Madison. He also highlighted a few interesting features of the new State Archive Preservation building.

4) Committee Reports

a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2018 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. The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. During the discussion Board members noted that the statutory citation in the Wisconsin Historical Society's RDA 161 was not correct and asked them to amend the citation. Following the discussion Anne Sappenfield moved, seconded by Carl Buesing, that the submissions on the first quarter 2018 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: Linda Barth noted that the Committee Chair position is still vacant. The committee met on February 6, 2018. They had a presentation from Dave Hippler, a Dept. of Administration representative who works with statewide training efforts. He overviewed the computer programs and options used to provide training by the state at this time. The Committee is going to use the Board's approved one-page informational sheets to develop training in a style similar to the current records training required by the state for all employees annually. The Board members agreed that was a good idea.

c. Policy and Governance Committee:

i) Update on the municipal records schedule: Committee Chair, Matt Blessing, noted that the committee will meet Friday, March 16, 2018 and their main topic will be the municipal general records schedule.

5) Other Business

a. Board 2017 Annual Letter: The Board Chair provided an overview of the history of the annual letter then opened a discussion of the proposed draft. It will be sent to agency heads and their Records Officer. Since changing the letters to include agency specific information regarding sunset RDAs three years ago the percentage of sunset RDAs has dropped significantly from 46% to 25%. Peter Sorce moved, seconded by Carl Buesing, that the annual letter 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. Annual Elections of Public Records Board Officers: Melissa Schmidt moved, seconded by Carl Buesing, that the current Board Officers be re-elected in the same positions: Chair – Matt Blessing; Vice-Chair – Peter Sorce; Secretary – Carl Buesing. 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 transition from paper to electronic format: Anne Sappenfield overviewed how records transition from paper to electronic is becoming more common in State business and that the Records Management Committee routinely sees specific language to that effect in the descriptions of RDA submissions each quarter. Records Officers requested guidance from the Board as to whether the transition language satisfied the conditions in Wis. Stats. § 137.20 and 16.61(7). There was an in-depth discussion by Board members and Records Officers present regarding Wis. Stats. § 137.20 and 16.61(7) and the current transition language utilized. Following the discussion Board members felt further discussion of the intent of the statutes, their applicability to RDA submissions, and appropriate ways to communicate the statement of intent was needed. The Board tabled the discussion so it could be added to the Policy and Governance Committee agenda.

d. Tour of new State Archives Preservation Building: The Wisconsin Historical Society staff provided tours of the new State Archive Preservation Building.

Meeting Adjourned at 4:10 PM.

Next scheduled meeting: June 11, 2018.