



Minutes - Approved
Public Records Board
November 19, 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, Carl Buesing, Paul Ferguson, Anne Sappenfield, Melissa Schmidt and Peter Sorce.

- 1) **Call To Order:** 1:01 PM.
- 2) **Approval of August 27, 2018, Meeting Minutes:** The Board reviewed the August 27, 2018, draft minutes. Anne Sappenfield moved, seconded by Paul Ferguson, that the 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 this is the last meeting for Carl Buesing as he is retiring. Matt thanked Carl for his 6 years and 11 months of dedicated service to the Board and its mission. His perspective on local government records was always insightful.

Matt provided an update on the Wisconsin Historical Society's (WHS) electronic records project. The 3-year project will finish up in March 2019. It was funded by the granting arm of the National Archives and is focused on protocols for e-records management. The project created new workflows for archiving email and managing the disposition of records on hard drives of departing employees. Part of the project focused on working with the Governor's staff to develop and implement a tracking spreadsheet which tracks staff members, their positions held, the types of records they created, associated RDAs, and the disposition date of the RDA with the longest retention. This tracking spreadsheet has helped the Governor's staff manage records, answer open records requests, and onboard new employees. It will also assist in the eventual transfer of records. The WHS staff also trained communications staff on best practices and guidelines for managing digital photographs, including organization, file formats and naming conventions. The Governor's staff has taken both the transfer and transition of the

previous Governor's records and preparing for the upcoming transition of records to the incoming Governor very seriously. Their staff has been helpful and worked regularly with WHS staff to ensure both transitions were a success.

In preparation of the transition to the new Governor and anticipated changes in appointed staff the Board Chair sent out a letter to agency officials regarding the transition of records and records management. Matt thanked the Executive Secretary, Linda Barth, for her efficient work providing past versions of the letter from 2002 and 2008. The previous versions were written with more of a focus on paper records, so there were a few revisions made to reflect current multi-format records management practices. DOA legal counsel reviewed the letter. Records Officers were copied on the letter as well.

4) Committee Reports

a. Records Management Committee:

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter 2018 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that the Committee noticed an increase in the amount of incorrect citations, unclear events and incorrect grammar and punctuation. The Committee wanted to reiterate the importance of agencies taking a closer look at their RDAs before submitting them so less general editing needs to be done by the Committee and PRB Support Staff. The Board Chair noted these are policy documents and they should be re-checked for errors.

The Board Chair opened a discussion of the index by Board members. Anne Sappenfield noted that the citation corrections the Committee requested for the UW System submission are still incorrect. The Committee does not recommend approving the submission at this time. Following the discussion, the fourth quarter 2018 PRB Record Series Index was approved as amended, without the UW System submission, by consensus.

b. Operations and Training Advisory Committee:

- i. **Email Best Practices:** Linda Barth reviewed the email best practice document. She noted that the document was revised since the previous Board meeting based on input from Board members, Records Officers, and Committee members. It was also reviewed by DOA legal counsel. The draft is being brought forward once again for Board review and approval. There was a brief discussion of the revisions made. Board members appreciate the work that went in to creating an easy to use document that focuses on retention which will assist all employees throughout the State. Peter Sorce moved, seconded by Matt Blessing, that the email best practice 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:** Approval of 2019 meeting schedule: Carl Buesing moved, seconded by Peter Sorce, that the 2019 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		

Meeting Adjourned at 1:46 PM.

Next scheduled meeting: March 25, 2019.