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Minutes – Approved  
Public Records Board  
June 10, 2019; 1:00pm – 3:30pm  
Legislative Audit Bureau  
Cattanach Training Room, 4<sup>th</sup> Floor  
22 East Mifflin Street  
Madison, WI 53703

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Board Members Present: Matt Blessing, Paul Ferguson, James Friedman, and Melissa Schmidt.

Board Members Excused: Staci Hoffman

1) **Call To Order:** 1:03 PM.

2) **Approval of March 25, 2019, Meeting Minutes:** The Board reviewed the March 25, 2019, draft minutes. Melissa Schmidt moved, seconded by Paul Ferguson, that the minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
James Friedman	X		
Melissa Schmidt	X		
Matt Blessing	X		

3) **Comments from Chair:** The Board Chair, Matt Blessing, reported that the Wisconsin Historical Society (WHS) completed the electronic records grant project on March 31, 2019, after almost 4 years. The WHS was able to develop protocols and processes for identifying and ingesting electronic records into a trusted digital repository. Currently, there are 16 agency's born digital records easily searchable in the repository. The WHS was recently awarded a new grant for digitization and archiving projects related to legal records of a state. The project will provide enhanced access to the records series, "Citizen Petitions, Remonstrances, and Resolutions," focusing on petitions authored between 1836 and 1890. Matt provided an overview of the project and reviewed the plan of work and performance objectives. He gave an update on the State Archives Preservation Facility. As of June 5, 2019, the final load of inventory was moved to the facility for a total of 350 truckloads. In total 100,000 three dimensional objects, 400,000 archeological artifacts, 42,000 cubic feet of archival records and 125,000 library volumes were moved to the new facility. Currently, approximately 200 items per month are transported back to the WHS library and archives for use by patrons. It will take another year to make the facility fully operational. Last August the Board approved the Municipal Records GRS which replaced the little orange book. The GRS has been well received and adoptions continue to be received on a regular basis. The WHS has presented the GRS at workshops they hosted for local unit records. The workshops were very popular and the WHS will soon be receiving grant funds to

continue hosting the workshops. They plan to do eight workshops over the next two years, one per quarter in 2020 and 2021.

#### 4) Committee Reports

##### a. Records Management Committee:

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Second Quarter 2019 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that two RDAs have been withdrawn since the Committee meeting. He then reviewed the process and communication flow for after the Committee meeting. PRB Support Staff should be the main point of contact for submitting entities. PRB Support Staff send any follow-up questions to each entity, receive feedback, and revised RDA drafts. Prior to the Board meeting PRB Support Staff collate the revised drafts and any responses received, which are subsequently provided for Board members to review. Any questions an entity would have should go back to PRB Support Staff so they can be handled appropriately. They should not go to Committee members directly. There are several reasons this communication flow is in place: all submitting entities and the public can benefit from the discussion and responses when they take place in a public meeting, facilitate quick responses and minimize confusion, avoids the potential risk of open meeting violations.

The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Matt Blessing moved, seconded by James Friedman, that the submissions on the second quarter 2019 PRB Record Series Index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
James Friedman	X		
Melissa Schmidt	X		
Matt Blessing	X		

- b. **Operations and Training Advisory Committee:** Brittany Keleher provided a review of this quarters meeting. State Records Center staff discussed current projects they are working on and PRB Support Staff previewed the updated Board website. The Committee feels the updates make the website easier to use and they like the addition of the County and Municipal page. The Committee will be discussing potential future projects at their next meeting.

#### 5) Other Business:

- a. **Identification of a Board Secretary:** Matt Blessing noted that Peter Sorce was elected as the Board Secretary at the March 25, 2019, meeting. Governor Evers has designated Mr. Friedman to that appointment so the Board Secretary position is now vacant. Melissa Schmidt agreed to accept the position. The motion was approved by consensus.
- b. **Updated Website:** Kathryn Egeland previewed the updates to the Public Records Board website which were made based on feedback provided at the March 25, 2019, Board meeting. Melissa Schmidt moved, seconded by Paul Ferguson, to approve the updated Public Records Board website. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
James Friedman	X		
Melissa Schmidt	X		
Matt Blessing	X		

Meeting Adjourned at 1:55 PM.

Next scheduled meeting: August 26, 2019.