



Records Management Committee
Public Records Board - Minutes
Tuesday, February 14, 2017; 1:00 – 3:30 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Paul Ferguson, Abbie Norderhaug, and Anne Sappenfield

1) Call to order: 1:02 PM.

2) Approval of October 11, 2016 Minutes:

Anne Sappenfield moved, seconded by Paul Ferguson, that the minutes from October 11, 2016 be approved as submitted. Abbie Norderhaug abstained. The motion passed.

3) Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2017 Public Records Board Record Series (PRB) Index:

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

4) General Record Schedule (GRS) Updates:

Linda Barth asked Jordan Tilleson, Records Management Section Chief, to give an update on the Fiscal and Accounting GRS workgroup. The workgroup is meeting monthly and has identified which of the current RDAs should be closed, superseded, or renewed. The GRS draft will be submitted during the fourth quarter 2017 review cycle.

Meeting adjourned at 2:35 PM.

Next meeting: May 2, 2017.