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Records Management Committee  
Public Records Board - Minutes  
Tuesday, May 2, 2017; 1:00  
Legislative Audit Bureau Conference Room

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

**1) Call to order:** 1:00 PM.

**2) Approval of February 14, 2017 Minutes:**

Anne Sappenfield moved, seconded by Abbie Norderhaug, that the minutes from February 14, 2017 be approved as submitted. The motion passed.

**3) Review of Records Retention Disposition Authorizations (RDAs) on Second 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.

The Committee will forward the Department of Transportation's second extension request for 59 RDAs to the Board for discussion at their June 12, 2017 meeting.

**4) General Record Schedule (GRS) Updates:**

Linda Barth gave an update on the Fiscal and Accounting GRS. Currently, the workgroup has identified 4 RDAs to close, 22 to supersede, and 20 to renew. They will have a final draft ready for vetting by the end of May. The draft will go to agency Records Officers, the Financial Managers Council, and the Administrative Officers Council for review and comments during June and July. It will then go to the Operations and Training Advisory Committee. The GRS draft will be submitted during the fourth quarter 2017 review cycle.

Meeting adjourned at 2:51 PM.

Next meeting: July 25, 2017.