



Records Management Committee
Public Records Board - Minutes
Tuesday, July 25, 2017; 1:00
Legislative Audit Bureau Conference Room

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

1) Call to order: 1:05 PM.

2) Approval of May 2, 2017 Minutes:

Anne Sappenfield moved, seconded by Abbie Norderhaug, that the minutes from May 2, 2017 be approved as submitted. The motion passed unanimously.

3) Review of Records Retention Disposition Authorizations (RDAs) on Third 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 gave an update on the Fiscal and Accounting GRS. The draft has been provided to agency Records Officers, the Financial Managers Council, and the Administrative Officers Council for review and comments. At this time, there have been very few comments received. The work group will meet in August to discuss any feedback received and make final edits. The GRS renewal will be submitted during the fourth quarter 2017 review cycle.

Meeting adjourned at 2:22 PM.
Next meeting: October 17, 2017.