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Records Management Committee  
Public Records Board - Minutes  
Tuesday, October 16, 2018; 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 July 24, 2018 Minutes:**

Anne Sappenfield moved, seconded by Abbie Norderhaug, that the minutes from July 24, 2018 be approved as submitted. The motion passed.

**3) Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter 2018 Public Records Board (PRB) Record Series 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.

Meeting adjourned at 2:40 PM. Motion made by Abbie Norderhaug, seconded by Anne Sappenfield. The motion passed.

Next meeting: To be determined.