



Records Management Committee
Public Records Board - Minutes
Tuesday, October 17, 2017; 1:00
Legislative Audit Bureau Conference Room

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

1) Call to order: 1:03 PM.

2) Approval of July 25, 2017 Minutes:

Anne Sappenfield moved, seconded by Abbie Norderhaug, that the minutes from July 25, 2017 be approved as amended. The motion passed.

3) Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter 2017 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.

This quarter's submissions included the renewal of the Fiscal & Accounting General Records Schedule. The Committee recognized and appreciated the efforts of the workgroup.

Meeting adjourned at 2:50 PM. Motion made by Anne Sappenfield, seconded by Abbie Norderhaug. The motion passed.

Next meeting: to be determined at the November 20, 2017 Public Records Board meeting.