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Records Management Committee  
Public Records Board - Minutes  
Tuesday, February 26, 2019; 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 October 16, 2018 Minutes:**

Abbie Norderhaug moved, seconded by Anne Sappenfield, that the minutes from October 16, 2018, be approved as submitted. The motion passed.

**3) Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2019 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.

The Committee recognized and commended the efforts of the Human Resources General Records Schedule workgroup.

Meeting adjourned at 2:47 PM. Motion made by Abbie Norderhaug, seconded by Anne Sappenfield. The motion passed.

Next meeting: May 14, 2019.