



Records Management Committee
Public Records Board - Minutes
Tuesday, February 13, 2018; 1:00
Legislative Audit Bureau Conference Room

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

1) Call to order: 1:01PM.

2) Approval of October 17, 2017 Minutes:

Anne Sappenfield moved, seconded by Abbie Norderhaug, that the minutes from October 17, 2017 be approved as amended. The motion passed.

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

There was a brief discussion of the use of media transition language in a RDA description. This topic, as well as Wis. Stat. § 137.20, will be discussed at the upcoming Policy Committee and Public Records Board meetings.

Meeting adjourned at 2:52 PM. Motion made by Abbie Norderhaug, seconded by Anne Sappenfield. The motion passed.

Next meeting: May 1, 2018