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Records Management Committee  
Public Records Board - Minutes  
Tuesday, July 24, 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:** 1:02 PM.

**2) Approval of May 1, 2018 Minutes:**

Anne Sappenfield moved, seconded by Abbie Norderhaug, that the minutes from May 1, 2018 be approved as submitted. The motion passed.

**3) Review of Records Retention Disposition Authorizations (RDAs) on the Third 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. The Committee recognized the hard work and efforts of those that have worked on the Municipal Records General Records Schedule.

The Committee will forward the Department of Transportation's second extension request for two RDAs to the Board for discussion at their August 27, 2018 meeting.

Meeting adjourned at 3:18 PM. Motion made by Anne Sappenfield, seconded by Abbie Norderhaug. The motion passed.

Next meeting: October 16, 2018.