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Records Management Committee  
Public Records Board - Minutes  
Tuesday, July 30, 2019; 1:00  
Legislative Audit Bureau Conference Room

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Committee Members Present: Paul Ferguson, Abbie Norderhaug, and Melissa Schmidt

**1) Call to order:** 1:04 PM.

**2) Approval of May 14, 2019, Minutes:**

Abbie Norderhaug moved, seconded by Melissa Schmidt, that the minutes from May 14, 2019, be approved as submitted. The motion passed.

**3) Refresher review of RDA submission process including related communication with the PRB:**

The Committee Chair, Paul Ferguson, reviewed the process and communication flow for after the Committee meeting. PRB Support Staff should be the main point of contact for submitting entities. PRB Support Staff send any follow-up questions to each entity, receive feedback, and revised RDA drafts. Prior to the Board meeting PRB Support Staff collate the revised drafts and any responses received, which are subsequently provided for Board members to review. Any questions an entity would have should go back to PRB Support Staff so they can be handled appropriately. They should not go to Committee members directly. There are several reasons this communication flow is in place: all submitting entities and the public can benefit from the discussion and responses when they take place in a public meeting, facilitate quick responses and minimize confusion, avoids the potential risk of open meeting violations.

**4) Review of Records Retention Disposition Authorizations (RDAs) on the Third 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.

Meeting adjourned at 3:16 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

Next meeting: October 15, 2019.