



**Public Records Board Meeting
Wisconsin Department of Justice
17 West Main Street, Room 150A
Risser Justice Building
Madison, WI 53703**

**January 11, 2016
1:30 pm**

Agenda

The public may submit written comments to PublicRecordsBoardComments@Wisconsin.gov until 11:59 pm Wednesday, January 6, 2016.

1. Roll Call
2. Comments from Public Records Board Chair regarding the Public Records Board, its statutory responsibilities and the index presented at the August 24, 2015 Board meeting, including transitory records. Introductory materials about the use and adoption of general records schedules are available here:
<http://publicrecordsboard.wi.gov/docview.asp?docid=16116&locid=165>.
(Matt Blessing, State Archivist, Wisconsin Historical Society)
3. Records Management Committee Report
(Bryan Naab, Deputy Auditor-Legislative Audit Bureau)
 - a. Index presented at August 24, 2015 Board meeting, including Records Retention Disposition Authorizations (RDAs) from:
 - 86 RDAs from 9 state agencies
 - 65 RDAs from 6 counties and local governments
 - 16 RDAs from the University of Wisconsin-Madison
 - 55 RDA changes from the Administrative General Records Schedule, including review of standing committee work associated with transitory records.

See attached index, listing the individual affected RDAs, including those in the Administrative General Records Schedule. Also available at <http://publicrecordsboard.wi.gov/>.
4. Public Comment Period
 - a. Statements from members of the public will each be limited to one minute per person.

5. Board Discussion regarding the index presented at the August 24, 2015 Board meeting, including transitory records.
6. Consideration and Possible Action on August 24, 2015, Administrative General Records Schedule, including transitory records.
7. Adjourn

NOTE: Room 150A of the Risser Justice Building is accessed via the Martin Luther King Jr. Blvd. entrance.