



Minutes – Approved
Public Records Board
June 11, 2018; 1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

Board Members Present: Matt Blessing, Carl Buesing, Paul Ferguson, Anne Sappenfield, and Peter Sorce

Board Member Excused: Melissa Schmidt

- 1) **Call To Order:** 1:00 PM.
- 2) **Approval of March 12, 2018, Meeting Minutes:** The Board reviewed the March 12, 2018, draft minutes. Peter Sorce moved, seconded by Anne Sappenfield, that the March 12, 2018, minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

- 3) **Comments from Chair:** The Board Chair, Matt Blessing, discussed two Wisconsin Historical Society (WHS) digitization projects. The scope and complexity of the projects are both so large the WHS is collaborating with outside corporations on the projects, Ancestry and Google Books. WHS is working with Ancestry to digitize approximately 2 dozen unique sets of State Occupational Licensing records from the 1880s through the 1970s. The records include midwives, barbers, and architects. In the future the project could include records of the hundreds of thousands of workers on the Circus World employment rosters over the years. The Google Books project is currently in Phase 2 which is focused on digitizing State government publications. The project has digitized 154 volumes in the past 22 months. All of this effort sounds like a lot but only represents about 3 % of the total library.

4) Committee Reports

a. Records Management Committee:

- i) Review of Records Retention Disposition Authorizations (RDAs) on the Second Quarter 2018 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that most of the issues raised, and suggestions made, were routine in nature. The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Following the discussion Carl Buesing moved, seconded by Peter Sorce, that the submissions on the second quarter 2018 PRB Record Series Index be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

- b. Operations and Training Advisory Committee:** Linda Barth noted that OTAC is working with the Division of Personnel Management to create online learning modules based on the Board's approved training. The training will be available through STAR ELM. Although it will not be required training, it will be a valuable learning tool for all State employees. OTAC expects to present the draft to the Board at the November 19, 2018 meeting.

c. Policy and Governance Committee:

- i) Update on the municipal records schedule:** Committee Chair, Matt Blessing, noted that the committee discussed the revised draft at their March 16, 2018 meeting. The committee has asked that Department of Administration Legal Counsel review the document before it is submitted to Board. The municipal general schedule should be submitted to the Board for the third quarter review cycle.
- ii) Draft language regarding records transition from paper to electronic format:** Committee Chair, Matt Blessing, recapped the discussions from both the meetings in March, the full Board and the Policy and Governance Committee, regarding media transition language, statements of intent, and statutory requirements. He reviewed the drafts of the Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy and the PRB-004-Electronic Records Statement of Intent form. He also reviewed examples of the Records Disposition Authorization (RDA) forms and the Introduction to General Records Schedules (GRSs) document with media transition language incorporated in the documents. Linda Barth and Kathryn Egeland outlined the different procedural options using the drafts provided. After much discussion the Board members agreed that the policy and associated form were their preference and they were not making changes to the RDA forms nor the Introduction to GRS. There was an in-depth discussion of the policy and form drafts which included Board members and Records Officers in attendance. Board members suggested revisions to both documents regarding the media transition language and procedural options.

Carl Buesing moved, seconded by Peter Sorce, that "for ongoing RDAs we incorporate language that indicates that if an agency wishes to transition a record from one format

to another that they commit in their RDA to indicate that the official records, including records governed by the General Records Schedule, will be maintained electronically for the full retention period. To comply with Wis. Stats § 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input record will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be [confidentially] destroyed and that existing RDAs can be supplemented by agencies by means of filing an Electronic Records Statement of Intent that includes similar language to what was previously read and that the electronic records Statement of Intent when submitted by an agency can be signed off by the Public Records Board Executive Secretary and State Archivist without the necessity of having it go through the Records Management Committee and reviewed by the Public Records Board.” Kathryn Egeland clarified that the Board intends the motion be procedurally reflected by utilizing the Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy and the PRB-004-Electronic Records Statement of Intent form as revised earlier in the meeting. The Board affirmed that was their intent. The motion was approved.

Member	Aye	No	Abstain
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

Meeting Adjourned at 3:12 PM.

Next scheduled meeting: August 27, 2018.