



Minutes - Approved

Public Records Board
November 18, 2019; 1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room
22 East Mifflin Street, 4th Floor
Madison, WI 53703

Board Members Present: Matt Blessing, Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:00 PM. The Board Chair, Matt Blessing, welcomed the new Board members and everyone introduced themselves.
- 2) **Approval of August 26, 2019 Minutes:** The Board reviewed the August 26, 2019 draft minutes. James Friedman moved, seconded by Staci Hoffman, that the minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Matt Blessing	X		

- 3) **Comments from the Chair:** The Board Chair, Matt Blessing, discussed the letter sent to Deputy secretaries regarding RDA submissions and the importance of quality control. Approved RDAs are policy documents where the Board provides leadership and oversight of records management for all levels of State government. Matt asked Executive Secretary, Tom Bowers, to overview the 2019 Public Records online training module and process for Board members to take the module.

Following the approval of the Municipal Records GRS in August of 2019, the Wisconsin Historical Society (WHS) decided to offer workshops on municipal records management as part of the introduction and roll out of the new GRS. Interest and participation quickly exceeded WHS's expectations and the three workshops held in Ashland, Baraboo, and La Crosse were a big success. The WHS has applied for grants to continue holding these workshops. Currently, there are two scheduled in April of 2020 in Oshkosh and Kenosha. If the grant is approved, the WHS is looking to schedule four more workshops in 2020 and 2021.

4) **Committee Reports**

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on Fourth Quarter 2019 Public Records Board (PRB) Records Series Index:** The Committee Chair, Paul Ferguson, noted the

Committee met on October 15, 2019. At the meeting the Committee welcomed its newest member, Erin Scharlau. He stated that the Committee continues to see a lot of routine issues. He also noted that the Committee discussed the Facilities Management General Records Schedule and that there were no major changes to the draft presented. Committee members noted that Revenue RDA 434 was not revised and the response provided was not sufficient so they did not recommend approval at this time.

The Board Chair opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. There was an in depth discussion of RDA FAC00082, Monitoring and Surveillance Recordings, regarding the proposed revision and concerns about the impact it may have. There was also discussion of the City of Appleton and Delton Fire Commission and concerns that the RDAs are too format specific and not content based.

Matt Blessing moved, seconded by Staci Hoffman, that all submissions, with four exceptions: Revenue, RDA 434; City of Appleton, RDA S9; Delton Fire Commission, RDA DF-03; Facilities GRS RDA FAC00082, be approved. The motion was approved. *Melissa Schmidt voted not to approve the Delton Fire Commission RDA DF-05.

Member	Aye	No	Abstain
Paul Ferguson	X		
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Erin Scharlau	X		
Melissa Schmidt	X*		
Matt Blessing	X		

Additionally, the Board is granting an extension, per their policy, to the current RDA FAC00082. The Board will be doing research to gather information on the impact of various retention options at all levels of State government.

- b. **Operations and Training Advisory Committee:** The Committee Chair, Julie Laundrie, reported on items discussed at the October 8, 2019 meeting.
 - i. **PRB Training Materials:** The Committee has begun the process of reviewing the current Board training materials.
 - ii. **Electronic Records Management Guidance on Chapter ADM 12:** The Committee is recommending that the document drafted by the Dept. of Administration (DOA) be posted on the Board website. The next step for the document is to go through the new DOA Guidance document review process before final approval. Julie Laundrie moved, seconded by Matt Blessing, that the document be posted on the Board website upon final approval by DOA. The motion was approved.

Member	Aye	No	Abstain
Paul Ferguson	X		
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Erin Scharlau	X		
Melissa Schmidt	X*		
Matt Blessing	X		

5) Other Business

- a. 2020 Schedule:** The 2020 schedule was approved as submitted by consensus.

Meeting adjourned at 3:12 PM.

Next scheduled meeting: March 23, 2020.