



Minutes - APPROVED

Public Records Board
Policy and Governance Committee Meeting

Tuesday, August 10, 2021; 1:00 PM
Teams Meeting

Committee members present: Paul Ferguson, James Friedman, Staci Hoffman, and Melissa Schmidt.

- 1) **Call to Order (Ferguson):** 1:01 PM.
- 2) **Review and Vote to Approve March 16, 2018, Minutes:** Melissa Schmidt moved, seconded by Staci Hoffman, that the minutes from March 16, 2018, be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Melissa Schmidt	X		
Paul Ferguson			X

- 3) **Operations and Training Advisory Committee (OTAC) Projects:** Committee Chair, Paul Ferguson, provided a brief history of OTAC and the directive that the Policy and Governance Committee provide OTAC direction regarding their projects and initiatives. OTAC Chair, Julie Landrie, discussed possible ideas that OTAC members had suggested at their previous meeting and noted they would be willing to work on the FAC00082, Surveillance and Monitoring, RDA if this Committee approved. The ideas included: work on electronic records issues, surveying Records Officers about current challenges and needs, increasing training resources on the Board website, and projects related to efficient records management for better retrieval of records.

Paul Ferguson moved, and James Friedman seconded, that OTAC should work on the FAC00082 RDA, then survey Records Officers to set priority for working on the rest of the ideas proposed. The motion was approved.

- 4) **Records Retention Schedule (RDA) Extension Form:** Melissa Schmidt and Kathryn Egeland provided background on the current policy and its history. There was a brief discussion on the current policy and if any revisions were needed. All committee members

agreed that there were none needed. Kathryn reviewed the current form associated with the policy and the proposed draft of the PRB-005.

Staci Hoffman moved, seconded by Melissa Schmidt, that the PRB-005 draft be forwarded to the Board meeting on August 30, 2021, for approval. The motion passed.

5) Adjourn: 1:57 PM. Motion made by Paul Ferguson, seconded by James Friedman. The motion passed.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Melissa Schmidt	X		
Paul Ferguson	X		