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## AGENDA

### Public Records Board – Policy & Governance Committee Meeting

and

### Public Records Board Meeting (see note below †)

Monday, July 17, 2023 – 1:00pm

**Please be advised: This meeting will be conducted remotely via Teams.**

**To attend the meeting: [Click here to join the meeting](#)**

**To attend the meeting via phone, call: (608) 571-2209 and use PIN: 900119282#**

**If you believe you are unable to attend this meeting remotely, please call  
(608) 266-2996 at least 24 hours prior to the meeting.**

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1. Call To Order (Ferguson)
2. Review and Approval of August 10, 2021, Minutes (Committee) \*
3. Operations and Training Advisory Committee (OTAC) Projects \*: The Committee and the OTAC chair will discuss potential projects for OTAC to address and next steps.
4. Public Records Board (PRB) Forms Signatures \*: Review of the language used on PRB forms for signatures from submitting entities and options for revisions to standardize all forms.
5. General Records Schedule (GRS) template \*: Review of the language used on the template preface pages and options for revising.
6. Adjourn \*

\* Items scheduled for Committee action. The Committee may also take action on other agenda items as appropriate.

† In addition to the members of the Public Records Board's Policy & Governance Committee, other members of the Public Records Board, including the chair of the Public Records Board's Operations and Training Advisory Committee (OTAC) as noted above, plan to attend and participate in this meeting. As a result, a majority of the Public Records Board will be in attendance. Potential action on agenda items will be limited to the Policy & Governance Committee; the Public Records Board will not take any action at this meeting.