



Minutes - APPROVED

Public Records Board
Policy and Governance Committee Meeting

Monday, July 17, 2023; 1:00 PM
Teams Meeting

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

- 1) **Call to Order (Ferguson):** 1:02 PM.
- 2) **Review and Approval of August 10, 2021, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the minutes from August 10, 2021, be approved as submitted. The motion was approved.

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

- 3) **Operations and Training Advisory Committee (OTAC) Projects:** OTAC Chair, Julie Landrie, provided an overview of the projects the committee has completed since the last Policy and Governance Committee (Policy) meeting. This included updating the Facilities General Records Schedule, surveying records officers and records custodians on records management issues, and creation of the records resource tool, which was approved by the Board at their June 12, 2023, meeting. She also discussed other possible ideas that OTAC members had suggested based on the survey results. Policy members provided additional project ideas also.

Staci Hoffman moved, seconded by Paul Ferguson, that OTAC should work on updating the existing Guidance for Managing Web Records document and drafting a Law Enforcement General Records Schedule. The motion was approved.

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

- 4) **Public Records Board Forms Signatures:** Kathryn Egeland discussed the inconsistencies in signature line titles on the various Board forms and questions that commonly arise regarding them. Committee members discussed the inconsistencies, utilization of consistent titles which would be

more inclusive of local unit entities, and additional revisions which would relate to instructions for the signatures requested. Kathryn will update the forms accordingly and provide examples for review.

Paul Ferguson moved, seconded by Staci Hoffman, that the revised form drafts be forwarded to the Board meeting on August 28, 2023, for approval. The motion passed.

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

- 5) General Records Schedule (GRS) template: Paul overviewed the pre-meeting materials distributed and conversations from the first and second quarter Board meetings. He asked Kathryn to provide a history of the Introduction to GRS document and GRS format template. She discussed the history of when the introduction and template were a single, lengthy, document that was included at the beginning of every GRS and then separated into two separate documents in 2014. She noted how the current template is connected to the introduction. The committee discussed the need to make the current template more consistent for all GRSs and inclusion of language which applies to all units of government so the GRSs don't seem like they apply only to state agencies or specific local units as they do now. The committee decided to review the template draft provided with the pre-meeting materials prior to their July 31, 2023, meeting so they can discuss revisions, updates, or changes.
- 6) **Adjourn:** 2:29 PM. Motion made by Paul Ferguson, seconded by Staci Hoffman. The motion passed.

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