



Minutes - APPROVED

Public Records Board
Policy and Governance Committee Meeting

Monday, July 31, 2023; 9:00 AM
Teams Meeting

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

- 1) **Call to Order (Ferguson):** 9:04 AM.
- 2) **Review and Approval of July 17, 2023, Minutes:** Staci Hoffman moved, seconded by James Friedman, that the minutes from July 17, 2023, 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) **Public Records Board Forms Signatures:** Paul Ferguson overviewed the discussion from the July 17, 2023, meeting and then reviewed the draft which was distributed with the pre-meeting materials. Committee members discussed the draft and additional revisions for both the instructions and the signatures requested. Kathryn will update the forms accordingly and provide drafts for review and possible approval at the August 28, 2023, Board meeting.
- 4) **General Records Schedule (GRS) template:** Paul overviewed the pre-meeting materials distributed and conversations from the July 17, 2023, meeting. Melissa Schmidt provided additional history of the Introduction to GRS document and GRS format template. The committee reviewed the draft of the template provided with the pre-meeting materials and made a few minor revisions.

Paul Ferguson moved, seconded by Melissa Schmidt, that the revised GRS template draft 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		
Melissa Schmidt	X		
Paul Ferguson	X		

5) **Adjourn:** 10:54 AM. Motion made by Paul Ferguson, seconded by Staci Hoffman. The motion passed.

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