



Minutes
Public Records Board – Policy Committee Meeting
Thursday, August 3, 2017
2:00pm – 3:30pm
Sellery Conference Room
Wisconsin Historical Society, 816 State Street, Madison
Teleconference Bridge 608-282-3511

Committee members Present: Matt Blessing Carl Buesing, Melissa Schmidt and Peter Sorce.

Call to Order and Approval of the June 13, 2016 Minutes: Chair Matt Blessing called the meeting to order and asked committee members to review the minutes. Hearing no objections, the minutes were approved by unanimous consent.

Chair Blessing showed the Committee a photograph of the new State Archives Preservation Facility and discussed the plans for moving into the building.

Chair Blessing also said that under the new Public Records Board restructuring plan, the Policy Committee meets as necessary and that there may be a need for the Committee to meet again after the state budget passes.

Local Government Records Guidance and a Local Government GRS: Chair Blessing explained that the original book was developed in the 1970's and printed and approved by the Public Records Board in the 1980's. It was revised in 1999 and approved by the Public Records Board sometime between 2000 and 2001. The book is no longer in print but is available on the WHS website. Since that time, Abbie Norderhaug, WHS Assistant State Archivist, and Andrew Baraniak, WHS Local Government Archivist, have been working on revising and streamlining Local Government Records Guidance by putting it into the format of a General Record Schedule (GRS).

Ms. Norderhaug said that she was looking for feedback from the Policy Committee before taking it to the Public Records Board. She said that the world of record-keeping has changed significantly since the guidance book was created and that local officials are clamoring for assistance. She said their goals in revising the guidance into a Local Government GRS are to insure local governments have guidance and to provide a one-stop, easy to use document. She said that the Local Government GRS will provide consistency for local governments the same way the current County Government GRS provides consistence at the County level. Ms. Norderhaug also explained that the Local Government GRS has been updated to reflect law changes and they have added RDAs for documents that were not previously included like those created by transit programs, recycling programs, fire services and police services.

For next steps, she said that Mr. Baraniak will be meeting with local government groups to get feedback on the new Local Government GRS.

Mr. Buesing suggested that the Local Government GRS provide language to make sure that when activities are consolidated between the local and county government that the County Government Schedule would be used.

Ms. Schmidt was concerned that the very small local governments do not have the staff and resources to understand how to implement a GRS format and that they might find the book format much more helpful. She said, for example, the PRB website is only useful to records management practitioners and moving to the GRS format would create the same environment. She said she is concerned about losing the readability and usability of the book format.

Ms. Norderhaug said that the plan is to provide an introduction in the Local Government GRS and provide links to useful resources. Chair Blessing said that there will be hypertext links to subject areas so clerks will no longer have to move through 13 pages looking for subject areas.

The committee discussed the need for local governments to have the columns in the GRS for confidential records and PII. Ms. Norderhaug said that the book was always considered guidance and they will need to decide how local governments can opt into the Local Government GRS and how adoption will be tracked.

The Committee suggested that Ms. Norderhaug get feedback on the Local Government GRS from the Municipal Clerk's Association, Public Works Association, Towns Association and the League of Municipalities.

Chair Blessing said that the Policy committee may have to meet again to consider the contributions and feedback from the other groups and that he estimated this issue will come before the Public Records Board at their February 2018 meeting.

GRS Policy Regarding Minimum and Maximum Record Retention: Diane Griffin, Enterprise Records Officer told the Committee that as she conducts her reviews of agency records management programs, there is confusion in Public Records Board policies as to whether the RDA is a minimum or maximum retention period. Kathryn Egeland, Program and Policy Analyst, State Records Center, agreed and said that the policies were all changed at different times and lack consistency. Ms. Egeland distributed documents with proposed changes and pointed to some of the changes in the documents.

Chair Blessing asked Kathryn and Diane to provide an overview of the changes at the August 28, 2017 Public Records Board Meeting. Ms. Schmidt requested that an overview be provided at an upcoming Records Officer Meeting and that she would like to know feedback from Records Officers.

The Policy Committee Meeting adjourned.