



AGENDA

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

1. Call to Order (Chair Matt Blessing)
2. Approval of June 13, 2016 Policy Committee Meeting Minutes*
3. Local Government Records Guidance and a Local Government GRS
(Abbie Norderhaug, Assistant State Archivist, Wisconsin Historical Society)

Abbie will provide information on the Wisconsin Historical Society work to revise the "Wisconsin Municipal Records Manual" which can be found at <https://www.wisconsinhistory.org/Records/Article/CS3806> and to create a new Local Government General Record Schedule.

4. GRS Policy Regarding Minimum versus Maximum Record Retention Requirements. (Diane Griffin, Enterprise Records Officer and Kathryn Egeland, Program and Policy Analyst, State Records Center)

The committee will review the GRS policy on whether it is a minimum retention or maximum retention period to help clarify retention policy for records officers. Diane and Kathryn will be available to answer questions regarding the policy development and differing interpretations.

5. Adjourn

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