

TONY EVERS
GOVERNOR

MATT BLESSING
BOARD CHAIR



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Madison, WI 53705

Telephone
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**Public Records Board
November 18, 2019
1:00 pm – 3:30 pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703**

1. Call to Order (Blessing)
2. Approval of August 26, 2019 Minutes *
3. Comments from Chair (Blessing) – Housekeeping, including introduction of new board members, memoranda to deputy secretaries, local government record workshops, announcements.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Fourth Quarter 2019 Public Records Board (PRB) Record Series Index (<https://publicrecordsboard2016-auth-prod.wi.gov/Documents/NOV2019-PRB.pdf>)
 - 78 RDAs from 10 state agencies
 - 27 RDAs from 4 counties and local governments
 - 1 RDAs from the University of Wisconsin
 - 45 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Laundrie) – Julie Laundrie will provide an update on the Committee.
 - i. PRB Training Materials
 - ii. Electronic Records Management Guidance on Chapter ADM 12
5. Other Business:
 - a. 2020 Schedule – Approval of 2020 schedule *.
6. Adjourn

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