



AGENDA
Public Records Board
March 12, 2018
1:00 – 4:30 p.m.
State Archives Preservation Building **
Multi-Purpose Room, #205
204 So. Thornton Ave
Madison, WI 53703

1. Call to Order (Blessing)
2. Approval of November 20, 2017 Minutes *
3. Comments from Chair (Blessing) – The chair will comment on the State Archives Preservation Facility.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2018 Public Records Board (PRB) Record Series Index
(<http://publicrecordsboard.wi.gov/docview.asp?docid=28484&locid=165>)
 - 168 RDAs from 13 state agencies
 - 64 RDAs from 5 counties and local governments
 - 4 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Barth) – Linda Barth will provide an update on the Committee's current initiatives.
 - c. Policy and Governance Committee (Blessing) – Matt Blessing will overview current topics the Committee are examining.
 - i. Update on the municipal records schedule.
5. Other Business
 - a. Board 2017 Annual Letter *
 - b. Annual Elections of Public Records Board Officers *
 - c. Records transition from paper to electronic format: Attorneys Ferguson, Schmidt, and Sappenfield will be reporting on the Wis. State Statute 137.20 – Retention of electronic records; originals.
 - d. Tour of new State Archives Preservation Building – Tours will begin at 3:30 p.m.
6. Adjourn

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

** Guests and board members should enter the property site from the gate entrance on S. Dickinson Street, immediately west of the State Archives Preservation Property. Parking at the Facility is limited, although curbside parking is available in the surrounding neighborhood.