



AGENDA
Public Records Board
March 7, 2016
1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

1. Call to Order (Blessing)
2. Approval of November 16, 2015 and January 11, 2016 Meeting Minutes*
3. Comments from Chair – Priorities for the Year Ahead
4. Committee Reports
 - a. Records Management Committee (Naab)*
 - i. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2016 Public Records Board Record Series (PRB) Index (<http://publicrecordsboard.wi.gov/docview.asp?docid=27275&locid=165>)
 - 61 RDAs from 9 state agencies
 - 12 RDAs from 6 counties and local governments
 - 82 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
 - ii. Functional Records Schedule: Review of newly developed functional schedule form
 - iii. Discussion of Format Changes to Quarterly PRB Records Series Indexes to Provide More Clarity
5. Other Business
 - a. Annual election of Public Records Board officers*
6. Adjourn

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