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## AGENDA

### Public Records Board Monday, June 12, 2023 - 1:00 pm

**Please be advised: This meeting will be conducted remotely via Teams.**

To attend the meeting, click: [join the meeting](#)

To attend the meeting via phone, call: 608-571-2209 and use PIN: 478568414#

**If you believe you are unable to attend this meeting remotely,  
please call (608) 266-2996 at least 24 hours prior to the meeting.**

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1. Call to Order (Ferguson)
2. Approval of March 20, 2023, Minutes \*
3. Committee Reports
  - a. Records Management Committee (Ferguson) \*
    - i. Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2023 Public Records Board (PRB) Record Series Index (<https://publicrecordsboard.wi.gov/Pages/Meetings/PRB.aspx>).
      - 56 RDAs from 12 state agencies
      - 62 RDAs from 4 local governments
      - 1 RDA from the University of Wisconsin
      - 0 General Records Schedules
  - b. Operations and Training Advisory Committee Report (Laundrie) \*
    - i. Update from Committee Chair on the records resource guidance tool, a draft will be presented for review, discussion and possible approval.
  - c. Policy and Governance Committee
    - i. Update from Committee Chair on scheduling a meeting.
4. Other
  - a. General Records Schedule (GRS) Preface: review of current template preface used for all GRSs and review of proposed School District GRS preface revisions. \*
5. Adjourn

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