



AGENDA

Public Records Board Monday, June 14, 2021 - 1:00 pm

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

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

To attend the meeting via phone, call: 608-571-2209 and use PIN: 372231979#

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

1. Call to Order (Ferguson)
2. Approval of March 22 and May 3, 2021 Minutes *
3. Comments from Chair (Ferguson) – Continued impact of COVID-19 on Board meetings.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2021 Public Records Board (PRB) Record Series Indexes (<https://publicrecordsboard.wi.gov/Pages/Meetings/PRB.aspx>)
 - 38 RDAs from 9 state agencies
 - 18 RDAs from 4 county and local governments
 - 15 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Laundrie) – Julie Laundrie will provide an update on the Committee.
 - c. Policy & Governance Committee Report (Ferguson) – Paul Ferguson will provide an update on the Committee.
5. General Records Schedules – Discussion and review of General Records Schedules and next steps *:
 - a. Facilities: FAC00082 (Monitoring and Surveillance Recordings)
 - b. Administrative, including ADM00011 (Transitory Correspondence and Other Records): review of draft
 - c. County: GRS template usage
6. Adjourn

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