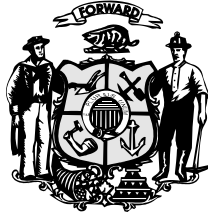


STATE OF WISCONSIN
PUBLIC RECORDS BOARD

SCOTT WALKER
GOVERNOR

MATT BLESSING
BOARD CHAIR

LINDA BARTH
EXECUTIVE SECRETARY



4622 University Ave., 10A
Madison, WI 53705

Telephone
608 / 267-7693

Public Records Board
August 27, 2018
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 June 11, 2018 Minutes *
3. Comments from Chair (Blessing) – Update about national trends and initiatives from the annual meeting of the National Association of Government Records Archivists & Council of State Archivists annual meetings.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2018 Public Records Board (PRB) Record Series Index
<http://publicrecordsboard.wi.gov/docview.asp?docid=28649&locid=165>
 - 122 RDAs from 14 state agencies
 - 94 RDAs from 6 counties and local governments
 - 0 RDAs from the University of Wisconsin
 - 167 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Barth) – Linda Barth will provide an update on the Committee's projects.
 - i. Email Best Practices *
 - ii. Public Employee Introduction to Records management Training Module *
 - c. Policy and Governance Committee (Blessing) – Update on Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy.
5. Adjourn

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