



AGENDA

Public Records Board Monday, August 28, 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: 467004057#

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 June 12, 2023, Minutes *
3. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2023 Public Records Board (PRB) Record Series Index (<https://publicrecordsboard.wi.gov/Pages/Meetings/PRB.aspx>).
 - 85 RDAs from 9 state agencies
 - 66 RDAs from 2 local governments
 - 36 RDA from the University of Wisconsin
 - 4 General Records Schedules
 - b. Operations and Training Advisory Committee Report (Laundrie)
 - i. Update from Committee Chair on upcoming projects.
 - c. Policy and Governance Committee *
 - i. Public Records Board (PRB) Forms Signatures: Review of draft language used on PRB forms for signatures from submitting entities for discussion and possible approval.
 - ii. General Records Schedule (GRS) template: Review of template preface pages draft language for discussion and possible approval.
4. Adjourn

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