



Minutes - Approved

Public Records Board

November 18, 2024; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, and Erin Scharlau

Board Members Excused: Melissa Schmidt

- 1) **Call to Order:** 1:02 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of August 26, 2024, Minutes:** Staci Hoffman moved, seconded by Abbie Norderhaug, that the August 26, 2024, minutes be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

3) Committee Reports

a. **Records Management Committee**

i. **Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter**

Public Records Board (PRB) Records Series Index: Committee Chair, Paul Ferguson, reported that the Committee met on October 15, 2024. He noted that there were no significant issues raised and referred everyone to the responses listed. There were fewer submissions than usual which include several second extension requests from the UW Madison and Dept. of Health Services.

Paul opened a discussion of the submissions by Board members. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible.

Paul Ferguson moved, seconded by James Friedman, that the RDAs on the index be approved as submitted except the City of Milwaukee, RDA 69-0056, and City of Two Rivers, RDA TR0010. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X*		
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

* Julie Laundrie abstained from the vote regarding the UW Madison's submissions.

b. Operations and Training Advisory Committee (OTAC) Report (Laundrie):

i. Update on General Records Schedules (GRSs)

- a) Development of Law Enforcement GRS: committee has created a very rough draft and is reviewing it line by line. This will take a few meetings to complete.
- b) Fleet and Aircraft GRS revisions: the draft was provided pre-meeting for review. Board members asked a few questions and responses were provided by workgroup members present. The GRS will be submitted next quarter for final review and approval.
- c) Information Technology GRS revisions: final draft will be completed soon. It will go through stakeholder review next.

4) 2025 Schedule: Paul Ferguson moved, seconded by Staci Hoffman, that the 2025 schedule be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

5) Adjourn: Paul Ferguson moved, seconded by Staci Hoffman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:02 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

Next scheduled meeting: To be determined.