



Minutes - APPROVED

Public Records Board

November 20, 2023; 1:00 PM
Virtual Meeting via Teams

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

- 1) **Call to Order:** 1:01 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of August 28, 2023, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the August 28, 2023, minutes 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		
Melissa Schmidt	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 17, 2023. He noted that per the discussion during the committee meeting, Madison added an RDA, but there were no significant issues raised and referred everyone to the responses listed.

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 Melissa Schmidt, the RDAs on the index 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		
Melissa Schmidt	X		
Paul Ferguson	X*		

* Paul Ferguson abstained from the vote regarding the Dept. of Justice's submission.

b. Operations and Training Advisory Committee (OTAC):

- i. **Update from Committee Chair on upcoming projects:** Julie Laundrie noted that the committee met October 10, 2023. The Policy and Governance committee met, they assigned OTAC two projects: updating the web records management document on the Board website and creation of a Law Enforcement GRS. The committee will be working on drafting the Law Enforcement GRS first and then updating the web records management document. Kathryn Egeland will be providing the committee with examples prior to the first quarter 2024 meeting.

4) Other

- a. **2024 Schedule:** Paul Ferguson moved, seconded by Julie Laundrie, that the 2024 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		
Melissa Schmidt	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 1:26 PM.

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

Next scheduled meeting: March 18, 2024.