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Minutes - APPROVED

**Public Records Board**

November 24, 2025; 1:00 PM  
Virtual Meeting via Teams

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Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, 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 September 8, 2025, Minutes:** Paul Ferguson moved, seconded by Staci Hoffman, that the September 8, 2025, minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman			X
Staci Hoffman	X		
Julie Landrie	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 21, 2025. He noted that changes made to RDAs as well as submitter responses to committee questions are reflected on the responses sheet provided.

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 Staci Hoffman, that the RDAs on the index be approved as submitted with the exception of 285W – UW System, RDA W0000373. The motion was approved.

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

Julie Landrie moved, seconded by Melissa Schmidt, that the RDA W0000373 be approved with the amendment to add a citation. The revised submission must be received by Friday, December 5, 2025. The motion was approved.

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

#### 4) Other

- a. **2026 Schedule:** Paul Ferguson moved, seconded by James Friedman, that the 2026 schedule be approved as submitted. The motion was approved.

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

- b. Discuss citizen correspondence received by the PRB and potential response: Paul Ferguson reviewed citizen correspondence he received as the Board Chair. He worked with DOA Legal staff to draft a response on behalf of the board which he provided for board members to review and provide input on. Board members discussed the correspondence and draft response. Following the discussion, Paul Ferguson moved, seconded by James Friedman, to authorize the Board Chair to send the response as drafted. 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 2:10 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 30, 2026.