



Minutes - APPROVED

Public Records Board

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

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

- 1) **Call to Order:** 1:03 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of November 20, 2023, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the November 20, 2023, 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 First Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on February 13, 2024. He noted that there were no significant issues raised and referred everyone to the responses listed. The submissions include second extension requests from UW Madison.

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. Board members raised questions about the GRS renewal process. After some discussion it was decided that a Policy and Governance Committee meeting should be called to review the current process.

Paul Ferguson moved, seconded by Julie Landrie, the RDAs on the index be approved as submitted except the following submission: City of Milwaukee, RDA 03-E022, which will be approved as amended. 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. Julie Laundrie abstained from the vote regarding the UW Madison's submissions. Abbie Norderhaug abstained from the vote regarding the Historical Society's submissions.

b. Operations and Training Advisory Committee (OTAC):

- i. **Update from Committee Chair on upcoming projects:** Julie Laundrie noted that the committee met February 6, 2024. The Committee will be changing their start time for future meetings to 1 PM. The Committee began the development of the Law Enforcement GRS. They are reviewing existing examples and identifying broad categories for the various types of records which RDAs will be organized into as the process continues. This will be a long, in-depth process which will take at least a year with the current committee schedule.

4) Other

- a. **Annual Elections of Public Records Board Officers:** Staci Hoffman moved, seconded by Julie Laundrie to elect Board Officers as follows: Chair – Paul Ferguson; Vice-Chair – Melissa Schmidt; Secretary – Abbie Norderhaug. 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 James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 1:52 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: June 10, 2024.