



Minutes – APPROVED

Public Records Board

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

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

Board Member Excused: Staci Hoffman

- 1) **Call to Order:** 1:15 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of November 18, 2024, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the November 18, 2024, minutes be approved as submitted. The motion was approved.

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

- 3) **DOA Biennial Administrative Rules Review Report:** Board Chair, Paul Ferguson, referred Board members to the pre-meeting materials they received. He then overviewed the request from Josephine Clark regarding the DOA Biennial Administrative Rules Review Report and how it pertains to the Board's, PR-1 – Microfilm Standards. He noted that in previous years the report has listed "none" under the Board response. As the Rule hasn't been updated since the 1960's it appears that reporting "obsolete" or "unnecessary" seems the most appropriate. Board members had an in-depth discussion of the report, the rule itself, and potential next steps. They did not feel they had enough information to change the response in the report at this time. The consensus was to do research, possibly a survey via OTAC, prior to the next biennial report to see if the standards are still being utilized.

James Friedman moved, seconded by Julie Laundrie, that the Board does not report PR-1 as obsolete or unnecessary in the current report. The motion was approved. Paul asked Kathryn Egeland to reach out to Josephine on behalf of the Board regarding their discussion and decision.

4) 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 18, 2025. He noted that there were no significant issues raised and referred everyone to the responses listed. The Secretary of State withdrew all of the RDAs they had submitted after the committee meeting. 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.

Paul Ferguson moved, seconded by James Friedman, that the RDAs on the index be approved as submitted. The motion was approved.

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

* Melissa Schmidt abstained from the vote regarding the Legislative Council submission. Julie Landrie abstained from the vote regarding the UW Madison's submissions.

b. Operations and Training Advisory Committee (OTAC):

- i. **Update on General Records Schedules (GRSs):** Julie Landrie noted that the committee met February 11, 2025.
 - a. Development of Law Enforcement GRS: committee continued its line-by-line review of the rough draft. The process is long and time consuming.
 - b. Information Technology GRS revisions: the draft is currently out for stakeholder review. All notes, comments and questions received will be reviewed by the GRS workgroup. It is anticipated that the draft will be presented for initial Board review at the second quarter meeting and then final review and approval during third quarter.

5) Other

- a. **Annual Elections of Public Records Board Officers:** Julie Landrie moved, seconded by James Friedman 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		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 6) **Adjourn:** Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:12 PM.

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

Next scheduled meeting: June 16, 2025.