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Minutes - APPROVED

**Public Records Board**

March 30, 2026; 1:00 PM  
Virtual Meeting via Teams

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

Board Members Excused: Melissa Schmidt

- 1) **Call to Order:** 1:00 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of November 24, 2025, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the November 24, 2025, 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		
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 24, 2026 and there were no significant issues discussed. 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 James Friedman, that the RDAs on the index be approved as submitted with the exception of 455 – Justice, RDA 7 and 370 – Natural Resources, RDAs 1147 and 1149. 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		

\* Julie Landrie abstained from the vote regarding the UW Madison's submissions. Erin Scharlau abstained from the vote regarding the Legislative Audit Bureau's submissions.

Julie Landrie moved, seconded by Staci Hoffman, that 455 - RDA 7 be denied approval. 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

Julie Landrie moved, seconded by Staci Hoffman, that 370 - RDAs 1147 and 1149 be denied approval. 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		

#### 4) Other

- a. **PRB Website and Americans with Disabilities Act (ADA) Compliance Updates:** Kathryn Egeland updated the board on the status of the remediation regarding the website. Tyler Technologies has already made some updates to the overall functionality and navigational items. The Dept. of Administration will be contracting a specialist to help several areas, including the board, make the remainder of appropriate updates. The federal deadline for compliance is April 24, 2026.

- 5) **Adjourn:** Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:33 PM.

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

Next scheduled meeting: June 22, 2026.