



Minutes - APPROVED

Public Records Board

June 10, 2024; 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:** 1:02 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of March 18, 2024, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the March 18, 2024, 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 Second Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on May 7, 2024. He noted that there were no significant issues raised and referred everyone to the responses listed. The submissions include second extension requests from the UW System Administration.

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. There was a significant discussion on RDA 275 from the Department of Public Instruction (DPI).

Staci Hoffman moved, seconded by James Friedman, that the RDAs on the index be approved as submitted except the following submission: DPI, RDA 275. 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*		

* Paul Ferguson abstained from the vote regarding the Dept. of Justice's submission. Julie Landrie abstained from the vote regarding the UW Madison's submissions.

b. Operations and Training Advisory Committee (OTAC):

- i. **Update from Committee Chair on the development of the Law Enforcement GRS:** Julie Landrie noted that the Committee met April 30, 2024. The committee continued their work on the development of the Law Enforcement GRS. They identified several broad categories to put RDAs under. The committee broke into three, two person groups that will work on specific categories and the RDAs which should be in each one. Both the IT and Fleet GRS workgroups have begun meeting and are reviewing the RDAs in the current GRSs for update and revision if needed.

c. Policy and Governance Committee:

- i. **Update from Committee Chair on the General Records Schedule (GRS) renewal process review and process changes:** Paul Ferguson noted that the Committee met May 16, 2024. They received an update from the OTAC chair on the Law Enforcement GRS. A draft may be ready for review during the second quarter 2025, but that would be the earliest most likely. The committee had a lengthy discussion on the current GRS renewal process. The discussion included a historical review of the process, an in-depth review of the current process and board member concerns. Following the discussion, it was decided to make two changes to the current process: GRS status reports will be given to OTAC as workgroups progress which will then be included in the OTAC report given to the Board and the Board will be provided with a review draft at the quarterly meeting prior to its submission for approval.

4) Adjourn: Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:16 PM.

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		

Next scheduled meeting: August 26, 2024.