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Minutes - APPROVED

**Public Records Board**

June 12, 2023; 1:00 PM  
Virtual Meeting via Teams

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

Board Members Excused: Julie Laundrie

- 1) **Call to Order:** 1:00 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of March 20, 2023, Minutes:** Staci Hoffman moved, seconded by Paul Ferguson, that the March 20, 2023, minutes be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	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 9, 2023. He reported there were 10 RDAs withdrawn after the Committee meeting and the reasons for withdrawal. The Committee had an in-depth discussion on the use of General Records Schedule (GRS) RDAs by agencies, the Board GRS policy, and the amount of review time which would be saved if agencies followed the policy.

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		
Staci Hoffman	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X*		
Paul Ferguson	X		

\* Melissa Schmidt abstained from the vote regarding the Legislative Council's submission.

**b. Operations and Training Advisory Committee (OTAC):**

**i. Update on the records resource guidance tool, review of draft, and possible approval:**

Kathryn Egeland provided the OTAC report on behalf of the Committee Chair. She reported the Committee met on May 9, 2023. She overviewed the history of the records resource tool the committee drafted. Board members asked questions and requested minor revisions. The Committee will be looking to the Policy and Governance Committee for new projects to work on as they have completed the previous directives.

Paul Ferguson moved, seconded by Staci Hoffman, that the resource tool be approved as amended. The motion passed.

**c. Policy and Governance Committee:**

**i. Update from Committee Chair on scheduling a meeting:** Committee Chair, Paul Ferguson, noted the committee needs to meet to follow-up on Board discussions about OTAC projects and GRS template preface inconsistencies. They will also discuss language used on Board forms for submitting entities and signatures. Kathryn will be reaching out to Committee members to schedule a meeting.

**4) General Records Schedule (GRS) Preface:** The Board Chair, Paul Ferguson, reviewed the discussion from the March 20, 2023, meeting on the proposed School District GRS preface which led to a broader discussion of inconsistencies in GRS prefaces. The Board discussed the need to make GRS prefaces more consistent, so the language is inclusive of all entities which utilize GRSs. Board members decided to move this discussion to the Policy and Governance Committee agenda. The Policy and Governance Committee will review the current and proposed prefaces and bring back suggestions for revisions.

**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		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: August 28, 2023.