



Minutes - APPROVED

Public Records Board

June 16, 2025; 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 24, 2025, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the March 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		
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 13, 2025. He noted that there were some simple changes made to RDAs as well as submitter responses to committee questions reflected on the provided responses listed. DATCP withdrew their RDA following the committee meeting.

He overviewed a discussion from the committee meeting regarding RDAs being submitted which may be too format specific and go against current board policies regarding scheduling records by content vs. format. Board members discussed the RDAs Paul noted as examples and agreed each RDA should be reviewed carefully when submitted.

Paul opened a discussion of the remaining submissions by Board members. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible.

Staci Hoffman moved, seconded by Melissa Schmidt, that the RDAs on the index 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*		

* Julie Laundrie abstained from the vote regarding the UW Madison's submissions. Abbie Norderhaug abstained from the vote regarding the Historical Society's submissions. Paul Ferguson abstained from the vote regarding the Dept. of Justice's submissions.

b. Operations and Training Advisory Committee (OTAC):

i. Update on General Records Schedules (GRSs): Julie Laundrie noted that the committee met May 6, 2025.

- a. Development of Law Enforcement GRS: The process is long and time consuming, so the committee has scheduled an additional meeting during the next quarter with the intent to finish its line-by-line review of the rough draft and produce a draft for stakeholder review. The next step will be to send the draft out for stakeholder review by local units and state agencies. Board members asked about potential crossover with the County GRS. Julie noted it has been briefly discussed by the committee but there will need to be a larger discussion and decision by the board members in the future.
- b. Information Technology GRS revisions: Julie asked Paul to clarify the role of OTAC as part of the updated GRS process. Paul reiterated that OTAC gets reports from the Records Management Section Chief and provides the draft for an initial review and discussion by board members prior to formal submission for board review and approval. Julie opened discussion of the IT GRS draft which was provided to board members prior to the meeting. Board members asked a few questions regarding specific RDAs. Workgroup members present responded to the questions. Next step is to submit the GRS in third quarter for formal review and, hopefully, approval.

4) Adjourn: Paul Ferguson moved, seconded by Staci Hoffman, 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 Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: September 8, 2025.