



Minutes - APPROVED

Public Records Board

June 22, 2026; 1:00 PM
Virtual Meeting via Teams

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

- 1) **Call to Order:** 1:00 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **PRB Membership Update:** Melissa Schmidt resigned and Brian Larson is the new Legislative Council designee. Paul thanked Melissa for her many years of service on the Board and its Committees and wished her well in her new position.
- 3) **Approval of March 30, 2026, Minutes:** Paul Ferguson moved, seconded by Staci Hoffman, that the March 30, 2026, minutes be approved as submitted. The motion was approved.

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

4) **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 19, 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 response 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that the RDAs on the index be approved as submitted with the exception of 370 – Natural Resources, RDA 1149 which was withdrawn by the agency during the Board discussion of the index RDAs. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Brian Larson	X		
Julie Laundrie *	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

* Julie Laundrie abstained from the vote regarding the UW Madison's submissions.

b. Operations and Training Advisory Committee

- i. Updates on General Record Schedules (GRSs):** Committee Chair, Julie Laundrie, provided updates on upcoming GRSs. Fiscal and Accounting GRS workgroup members are being identified now. Public Library and Public Library System GRS workgroup is doing the initial review of the current GRS for needed revisions. Law Enforcement GRS anticipated next steps: third quarter, finish stakeholder comment review; fourth quarter, finalize draft; first quarter 2027, initial review by PRB; second quarter 2027, final review and approval.

5) 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. The Dept. of Administration will be contracting a specialist to help several areas, including the board, make the remainder of appropriate updates. Kathryn will work with them to update the website for compliance. The federal deadline for compliance has been moved to April 2027.
- b. Discuss citizen correspondence received by the PRB and potential response:** Paul Ferguson reviewed citizen correspondence he received as the Board Chair. He worked with DOA Legal staff to draft a response on behalf of the board which he provided for board members to review and provide input on. Board members discussed the correspondence and draft response.

Following the discussion, Paul Ferguson moved, seconded by Staci Hoffman, to authorize the Board Chair to send the response as drafted. The motion was approved.

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

- c. **Annual Elections of Public Records Board Officers:** Staci Hoffman moved, seconded by Erin Scharlau to elect Board Officers as follows: Chair – Paul Ferguson; Vice-Chair – Julie Laundrie; Secretary – Abbie Norderhaug. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Brian Larson	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	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 1:49 PM.

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

Next scheduled meeting: September 14, 2026.