



Minutes - DRAFT

Public Records Board

August 26, 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:** 1:03 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of June 10, 2024, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the June 10, 2024, minutes be approved as amended. 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 Third Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on July 23, 2024. He noted that there were no significant issues raised and referred everyone to the responses listed. There were fewer submissions than usual which include several 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.

Paul Ferguson moved, seconded by Staci Hoffman, 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 Landrie	X*		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X*		
Paul Ferguson	X		

* James Friedman abstained from the vote regarding the Commissioner of Insurance’s submission. Julie Landrie abstained from the vote regarding the UW Madison’s submissions. Melissa Schmidt abstained from the vote regarding the Legislative Council submission.

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 did not meet during third quarter. The committee continues their work on the development of the Law Enforcement GRS. Both the IT and Fleet GRS workgroups have finished their initial review of the GRSs. Next steps for them will be starting the review process.

4) Adjourn: Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 1:34 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: November 18, 2024.