



Minutes - APPROVED

Public Records Board

August 28, 2023; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, 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 June 12, 2023, Minutes:** Staci Hoffman moved, seconded by Paul Ferguson, that the June 12, 2023, minutes 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		

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 July 25, 2023. He noted there were no significant issues raised at the committee meeting and referred everyone to the responses listed. The submissions include a second extension request from UW Madison.

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.

Staci Hoffman moved, seconded by Abbie Norderhaug, that Administration, RDA 289, not be approved. 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		

Staci Hoffman moved, seconded by Julie Landrie, that Sheboygan, RDA SUS2, 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	

Paul Ferguson moved, seconded by Julie Landrie, that the remaining RDAs on the index be approved as submitted except the following submissions: Workforce Development, RDA 346 and City of Milwaukee, RDA 86-0044, which will be approved as amended. 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		

b. Operations and Training Advisory Committee (OTAC):

- i. **Update from Committee Chair on upcoming projects:** Julie Landrie noted that the committee did not meet during the third quarter as the Policy and Governance Committee met after the scheduled OTAC meeting. Once the Policy and Governance committee met, they assigned OTAC two projects: updating the web records management document on the Board website and creation of a Law Enforcement GRS.

- c. **Policy and Governance Committee:** Committee Chair, Paul Ferguson, noted that the committee met twice during the third quarter, July 17, and July 31, 2023. They discussed possible projects for OTAC and asked them to work on the projects noted during the OTAC report. They also discussed forms signatures and the GRS template.

- i. **Public Records Board (PRB) Forms Signature:** The Committee reviewed the required signature sections of all current PRB forms due to questions raised by submitting entities. They discussed title options which would be inclusive of all units of government utilizing the

forms. They also discussed revising the instructions regarding required signatures. The Committee brought forth revised signature titles and instructions which will be used on all PRB forms for review and approval.

Paul Ferguson moved, seconded by Melissa Schmidt, that the signature titles and instructions 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		

- ii. **General Records Schedule (GRS) template:** The Committee reviewed the language in the GRS template following discussions at previous Board meetings on language inconsistencies which identified the need to be more inclusive of all units of government. They have brought forth draft language for review and approval. There was a brief discussion of the draft and minor edits were requested.

Paul Ferguson moved, seconded by James Friedman, that the GRS template be approved as amended. 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		

- 4) **Adjourn:** Paul Ferguson moved, seconded by Melissa Schnidt, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:58 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 20, 2023.