



---

Minutes - APPROVED

**Public Records Board**

September 8, 2025; 1:00 PM  
Virtual Meeting via Teams

---

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

Board Members Excused: James Friedman and Melissa Schmidt

- 1) **Call to Order:** 1:01 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of June 16, 2025, Minutes:** Paul Ferguson moved, seconded by Staci Hoffman, that the June 16, 2025, minutes be approved as submitted. The motion was approved.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Staci Hoffman    | X   |    |         |
| Julie Laundrie   | X   |    |         |
| Abbie Norderhaug | X   |    |         |
| Erin Scharlau    | 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 August 5, 2025. He noted that changes made to RDAs as well as submitter responses to committee questions are reflected on the responses sheet provided. DNR and the City of Milwaukee withdrew RDAs following the committee meeting. He thanked the Information Technology GRS workgroup for their efforts.

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.

Paul Ferguson moved, seconded by Staci Hoffman, that the RDAs on the index be approved as submitted with the exception of 395-DOT, 370-DNR, and the City of Milwaukee. The motion was approved.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Staci Hoffman    | 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. Paul Ferguson abstained from the vote regarding the Dept. of Justice's submissions.

Paul Ferguson moved, seconded by Staci Hoffman, that the RDAs for 395-DOT be approved with the amendment to remove the reference to ADMIN352 in the reference table. The revised submission must be received by Friday, September 12, 2025. The motion was approved.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Staci Hoffman    | X   |    |         |
| Julie Laundrie   | X   |    |         |
| Abbie Norderhaug | X   |    |         |
| Erin Scharlau    | X   |    |         |
| Paul Ferguson    | X   |    |         |

Paul Ferguson moved, seconded by Julie Laundrie, that RDA 15-0011 from the City of Milwaukee be approved with the amendment of revising the referenced citation. The revised RDA must be received by Friday, September 12, 2025. The motion was approved.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Staci Hoffman    | X   |    |         |
| Julie Laundrie   | X   |    |         |
| Abbie Norderhaug | X   |    |         |
| Erin Scharlau    | X   |    |         |
| Paul Ferguson    | X   |    |         |

Staci Hoffman moved, seconded by Julie Laundrie, that 370-DNR RDAs be approved as submitted except for RDA 1242. The motion was approved.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Staci Hoffman    | X   |    |         |
| Julie Laundrie   | X   |    |         |
| Abbie Norderhaug | X   |    |         |
| Erin Scharlau    | X   |    |         |
| Paul Ferguson    | X   |    |         |

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

- i. **Update on Development of the Law Enforcement GRS:** Julie Laundrie noted that the committee met July 10 and 29, 2025, to expedite the initial review of the draft of the GRS. The next step will be stakeholder review. The committee has discussed avenues that will broaden the stakeholder audience so that local law enforcement entities also have the opportunity to review and provide input on the draft. The draft will be sent to stakeholders by the end of the month. In the future the Board will need to discuss the RDAs in the County

GRS which will potentially overlap the Law Enforcement GRS RDAs. Julie noted the committee will not meet during the fourth quarter.

- 4) Adjourn:** Paul Ferguson moved, seconded by Staci Hoffman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:44 PM.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Staci Hoffman    | X   |    |         |
| Julie Laundrie   | X   |    |         |
| Abbie Norderhaug | X   |    |         |
| Erin Scharlau    | X   |    |         |
| Paul Ferguson    | X   |    |         |

Next scheduled meeting: November 24, 2025.