

Public Records Board Policy Statement:

Extension of Period of Effectiveness of Approved RDAs Pending Their Revision and Renewal

05/17/2010

Under current law, a records retention schedule ("RDA") approved by the Public Records Board ("Board") on or after March 17, 1988, is effective for 10 years, unless otherwise specified by the Board. See Wis. Stat. § 16.61(4)(c).

The last day of the 10-year period following approval of an RDA is known as the "sunset date," and an RDA that is more than 10 years since approval is said to have "sunsetting."

Experience has shown that some state and local government agencies have been unable, for whatever reason, to seek and obtain Board approval for a revision or renewal of an existing RDA prior to its sunset date.

Therefore, in order to encourage the careful and deliberate renewal or revision of existing RDAs, and to encourage compliance generally with the laws administered by the Board, the Board has adopted the following policy:

Policy

State or local government agencies may extend the sunset date for active RDAs under the following terms and conditions:

1. The agency files an *RDA Extension Request* with the Public Records Board Executive Secretary (form available on the Board's website), identifies the RDA or RDAs in issue and states that the agency is engaged in active work to revise or renew the RDA and seek RDA approval from the Board;
2. The Board Executive Secretary accepts and counter-signs the *RDA Extension Request* form; and
3. RDA sunset extensions periods apply to RDAs for active records series as follows:
 - (a) For RDAs that have not sunsetting prior to submission of the request form to the Executive Secretary, the RDA will remain effective for **18 months beyond the current sunset date**.
 - (b) For RDAs that have sunsetting prior to submission of the request form to the Executive Secretary, the RDAs will remain effective for **18 months from the date the Executive Secretary signs the form**.

Note: RDAs for inactive or closed programs need not be renewed and, therefore, do not need to be extended pending renewal.

The Board may extend for cause shown the 18-month extension period provided for in this policy.

If agencies do not submit and receive approval for the renewal of RDAs or file RDA Extension Requests with the Public Records Board, RDAs shall sunset and be ineffective 10 years after the last PRB approval date.