



Records Management Committee
Public Records Board - Minutes
Tuesday, October 11, 2016; 1:00 – 3:30 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Matt Blessing, Paul Ferguson, and Anne Sappenfield

1) Call to order: 1:03 PM.

2) Approval of July 19, 2016 Minutes:

Anne Sappenfield moved, seconded by Paul Ferguson that the minutes from July 19, 2016 be approved as amended. Matt Blessing abstained. The motion passed.

3) Review of Records Retention Disposition Authorizations (RDAs) on Fourth Quarter 2016 Public Records Board Record Series (PRB) Index:

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

The Committee members discussed how local units are being notated on the agenda currently and suggested some changes. They will discuss this at the Board meeting on November 14, 2016.

4) General Record Schedule (GRS) Updates: Linda Barth noted that the workgroup for the renewal of the Fiscal and Accounting GRS is being identified and will begin meeting this fall.

5) Other Business: None.

Meeting adjourned at 3:24 PM.

Next meeting: to be determined at the November 14, 2016 Board meeting.