



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, August 5, 2025; 1:00
Teams Meeting

Committee Members Present: Paul Ferguson and Erin Scharlau
Committee Member Excused: Abbie Norderhaug

1) Call to order: 1:01 PM.

2) Approval of May 13, 2025, Minutes:

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from August 13, 2025, be approved as amended. The motion passed.

Member	Aye	No	Abstain
Erin Scharlau	X		
Paul Ferguson	X		

3) Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2025 Public Records Board (PRB) Record Series 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 thanked the Information Technology GRS workgroup for their efforts and for attending the meeting.

Paul noted that the committee appreciated all those who attended so questions could be responded to and reminded everyone to also attend the Board meeting on September 8, 2025.

Meeting adjourned at 2:48 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

Member	Aye	No	Abstain
Erin Scharlau	X		
Paul Ferguson	X		

Next meeting: September 8, 2025.