



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, February 14, 2023; 1:00
Teams Meeting

Committee Members Present: Paul Ferguson, Abbie Norderhaug, and Erin Scharlau.

1) **Call to order:** 1:00 PM.

2) **Approval of October 18th, 2022, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from October 18, 2022, be approved as submitted. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

3) **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2023 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 drafts of the County and Related Records and Public Schools District General Records Schedules were reviewed and discussed. Revisions will be made based on feedback from the Committee and the draft will be forwarded to the Board for review at the March 20, 2023, meeting.

Meeting adjourned at 4:16 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

Next meeting: May 9th, 2023.