



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, July 23, 2024; 1:00
Teams Meeting

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

1) **Call to order:** 1:05 PM.

2) **Approval of May 7, 2024, Minutes:**

Abbie Norderhaug moved, seconded by Paul Ferguson, that the minutes from May 7, 2024, be approved as submitted. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Paul Ferguson	X		

3) **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2024 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.

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 August 26, 2024.

Meeting adjourned at 1:53 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Paul Ferguson	X		

Next meeting: October 15, 2024.