



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, May 18, 2021; 1:00
Teams Meeting

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

- 1) **Call to order:** 1:01 PM.
- 2) **Approval of February 23, 2021, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from February 23, 2021, 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 Second Quarter 2021 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.

During the RDA review the committee discussed the General Records Schedule (GRS) policy and reminded everyone that GRSs are the minimum retention. Per the policy, RDAs, including local units of government, should not request a shorter retention than the GRS.

Meeting adjourned at 2:21 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: August 3, 2021.