



---

Minutes - Approved

Public Records Board  
Records Management Committee

Tuesday, May 19, 2020; 1:00  
Teleconference

---

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

- 1) Call to order:** 1:02 PM. Committee Chair, Paul Ferguson, discussed procedures for the meeting because it is being held via teleconference.
- 2) Approval of February 25, 2020, Minutes:**

Paul Ferguson moved, seconded by Abbie Norderhaug, that the minutes from February 25, 2020, be approved as submitted. The motion passed.

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

- 3) Review of Records Retention Disposition Authorizations (RDAs) on the Second Quarter 2019 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 decided to discuss the Department of Transportation's new RDA submissions, 1031 and 1032, for video recordings, with the full Board at the June 15, 2020 meeting before making a recommendation.

Meeting adjourned at 2:46 PM. Motion made by Paul Ferguson, seconded by Erin Scharlau. The motion passed.

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

Next meeting: August 4, 2020.