



Minutes - APPROVED

Public Records Board
Records Management Committee

Tuesday, May 9, 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 February 14, 2023, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from February 14, 2023, 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 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.

During the RDA review the Committee Chair discussed the General Records Schedule (GRS) policy and the RDA Review Checklist which both state that agency RDAs should be superseded by GRS RDAs whenever possible. There were a significant number of submitted RDAs which should have been superseded by GRS RDAs. Additionally, per the policy, GRS RDAs are the minimum retention and submitting entities should not request a shorter retention than the GRS.

Meeting adjourned at 3:46 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: July 26, 2023.