



Records Management Committee
Public Records Board - Minutes
Tuesday, April 28, 2015; 1:00 – 4:00 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Helmut Knies, Bryan Naab

- 1) **Call to order:** 1:30 PM
- 2) **Approval of Minutes:** The minutes from February 10, 2015 were approved as submitted by consensus.
- 3) **RDA Review:** 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.
- 4) **GS Updates:** Georgia Thompson informed the committee the draft Legal GRS is in the final stages of revision. The updated draft will be sent to the original workgroup and then vetted through all applicable councils and committees before submission to the Records Management Committee (RMC). Georgia discussed upcoming revisions to the Administrative GRS which should be submitted for the third quarter review cycle. Included in the expected revisions are four GRSs that sunset in 2016: Forms Management, Library Operations, Mail & Messenger Services, and Records Management. Additionally, work continues within the Record Officer Council to draft retention schedules for Public Information/Communications Officers. These retention schedules will also be added to the Administrative GRS.
- 5) **Other Business:**
 - a) **PRB-001 Revisions:** Georgia reviewed proposed revisions to the PRB-001 form, Records Retention Disposition Authorization (RDA). The proposed revisions are a direct result of process changes requested previously by the Board regarding closed and superseded RDAs. The request is submitted to, and processed by, PRB Support Staff at the State Records Center (SRC). The revisions will provide consistency for Record Officers. There was a brief discussion on corresponding updates to the instructions as well. The Committee approved of the revisions and moving the topic forward to the Board meeting on June 1, 2015.
 - b) **RDA Submission Process:** Georgia overviewed the current RDA submission and review process including the variance in layout and content of submissions in functional formats and reviewing requirements for all submissions. Everyone agrees there is a need to make the process as consistent and smooth as possible. There was an in-depth discussion with Committee members and Record Officers present. After the discussion the Committee decided the next step should be for the Record Officer Council to form a workgroup which will draft two documents. One of the documents is to be a checklist which will contain expectations and provide basic items the Committee will look for during their individual review of each submission. This document will also serve as guidance for both Board support staff and Record Officers during their drafting and review processes. The second document will be a standardized template for agencies submitting RDAs in a functional format.

- c) **July RMC Date:** Bryan requested a change in the July 21, 2015 meeting date. Everyone thought they were available on July 23, 2015 and agreed to check their schedules.
- d) **Statutes:** Georgia said there was a recommendation to have a set of statutes on-site during Board meetings. Bryan said he has paper records on-site for reference at any time. He offered to have a computer available in the conference room with access to the statutes for Board meetings going forward. This will allow us to reference the most current statute language if the need arises. Everyone agreed that would be the best option.

Meeting adjourned at 3:33 PM.

Next meeting: July 23, 2015.