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Records Management Committee  
Public Records Board - Minutes  
Tuesday, July 23, 2015; 1:00 – 4:00 PM  
Legislative Audit Bureau Conference Room

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Committee Members Present: Paul Ferguson, Helmut Knies, Bryan Naab

- 1) **Call to order:** 1:31 PM. Bryan Naab introduced and welcomed Paul Ferguson, the new Designee of the Attorney General.
- 2) **Approval of Minutes:** The minutes from April 28, 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.

The Committee chose to forward two agency's submissions to the Board for discussion at their August 24, 2015 meeting before making a final recommendation: Employee Trust Funds (ETF) RDA #64 "Department Procedures and Worker Instructions" and Transportation's second extension request of nine Transit RDAs.

- 4) **GRS Updates:** Georgia Thompson gave an overview on recent changes to IT General Records Schedule (GRS). After reviewing those changes, there have been amendments to the examples suggested. The Committee would like the amendments to be submitted for the next review cycle. She noted the Legal GRS has been updated with Mary Burke's comments and suggestions incorporated. She will send the draft to Paul for review before it goes back to the original workgroup. The Fiscal and Accounting GRS expires mid-year 2016. Renewal work on that GRS is likely to be affected by the STAR project because many of the RDAs will be impacted with process and policy changes. The Administrative GRS has had several amendments recently which have prompted a discussion on the need to review and renew it prior to its expiration in 2020. The Record Officer Council (ROC) will be discussing this in the next few months.
- 5) **Other Business:**
  - a) **Functional Template and Reviewers Checklist:** Georgia reviewed the discussion of a functional template and the checklist from the April 28, 2015 committee meeting. A Record Officer Council committee is working on both pieces them and they hope to have the checklist ready for review during the fourth quarter 2015 cycle. There are a couple outstanding questions that the committee needs to present to the Board before they can move forward on the functional template. ROC committee chair, Abbie Norderhaug, shared some of the questions and concerns the committee has regarding both the functional template and checklist. There was a general discussion with RMC members and Record Officers present. The Committee clarified that the intended audience for the

checklist is PRB Support Staff and RMC members. RMC members reiterated that all RDAs submitted in a functional schedule will be subject to review. After the discussion, RMC members requested that the committee provide examples for Board members at the August 24, 2015 meeting.

- b) **August 24, 2015 PRB:** Bryan noted that he will be at a conference during the August 24, 2015 Board meeting and asked Georgia to lead the Committee discussions at the meeting.

Meeting adjourned at 3:40 PM.  
Next meeting: October 13, 2015.