



Records Management Committee
Public Records Board - Minutes
Tuesday, October 13, 2015; 1:30 – 4:00 PM
Legislative Audit Bureau Conference Room

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

- 1) **Call to order:** 1:30 PM.
- 2) **Approval of Minutes:** The minutes from July 23, 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) **GRS Updates:** Georgia Thompson noted the Administrative General Schedule (GS) has been updated, posted, and communicated to records officers regarding the amendments approved at the August 24, 2015 Board meeting. The amendments included combining four existing general schedules in to the Administrative GS: forms, library, mail and records. The Fiscal and Accounting GS expires in 2016. It will likely need heavy revisions because of the STAR project and it will have to be re-formatted so it's consistent with all GSs. The renewal work may not start until later in 2016.
- 5) **Other Business:**
 - a) **Records Retention Schedule Reviewer Checklist:** Abbie Norderhaug gave a brief background of the checklist and overviewed the draft that was distributed. There was a discussion with committee members and records officers present on the draft. No changes were requested. The committee approved the checklist and it will be sent forward to the Board meeting on November 16, 2015. During the discussion, the question of legal citation accuracy review within a RDA was brought up. The committee would like to discuss the question with the full Board.
 - b) **PRB-001 Revisions:** Georgia overviewed the proposed PRB-001 revisions as noted on the draft provided to committee members. There are no content changes being requested. The changes are only in formatting with the intent of allowing the person completing the form the maximum space possible for the records description in box 12. The committee approved the revisions as presented and the draft will be forwarded to the Board meeting on November 16, 2015.
 - c) **Statement of Intent:** Georgia introduced Matt Dregne with Stafford Rosenbaum. Their firm submitted a Statement of Intent to the Executive Secretary of the Board per Wis. Stat. § 16.61 because they represent several municipalities in Wisconsin as their legal counsel. After reading the statutes they were unclear as to the necessity of the statement, but they are implementing a paper-less office initiative in January and would like to ensure they have complied with all necessary requirements surrounding public records. There was a significant discussion on the statute language, which entity is the

record custodian and how a record request is handled currently by committee members and Stafford Rosenbaum staff present. The committee members all agreed that this topic needs to be reviewed by appropriate legal counsel and discussed by all Board members before a response can be given to Stafford Rosenbaum. Paul Ferguson agreed to review the statutes and questions raised at this meeting before the November 16, 2015 Board meeting.

Meeting adjourned at 4:04 PM.
Next meeting: to be determined.