

PUBLIC RECORDS BOARD
2020 Calendar

First Quarter

<u>January 10, 2020</u> (Friday)	Deadline for RDA Submittals
<u>February 18, 2020</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>February 25, 2020</u> (Tuesday)	Records Management Committee 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.
<u>March 23, 2020</u> (Monday) Cancelled	Board Meeting 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.

Second Quarter

<u>April 3, 2020</u> (Friday)	Deadline for RDA Submittals
<u>May 12, 2020</u> (Tuesday) Cancelled	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>May 19, 2020</u> (Tuesday) * Teleconference *	Records Management Committee 1:00 – 3:30 P.M. Legislative Audit Bureau Conference Room, 4th Floor, 22 E. Mifflin St. Madison.
<u>June 15, 2020</u> (Monday)	Board Meeting 1:00 – 3:30 P.M. Risser Justice Building Law Library, Rm 150A, 17 West Main St. Madison

Third Quarter

<u>June 19, 2020</u> (Friday)	Deadline for RDA Submittals
<u>July 28, 2020</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St. Madison
<u>August 4, 2020</u> (Tuesday) New Location	Records Management Committee 1:00 – 3:30 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St. Madison
<u>August 31, 2020</u> (Monday) New Location	Board Meeting 1:00 – 3:30 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St. Madison

Fourth Quarter

<u>September 11, 2020</u> (Friday)	Deadline for RDA Submittals
<u>October 20, 2020</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. – 12:00 P.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St. Madison
<u>October 27, 2020</u> (Tuesday) New Location	Records Management Committee 1:00 – 3:30 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St. Madison
<u>November 23, 2020</u> (Monday)	Board Meeting 1:00 – 3:30 P.M. Risser Justice Building Law Library, Rm 150A, 17 West Main St. Madison

Records Retention Schedules are approved quarterly at each Public Records Board meeting. Submission deadlines are at the beginning of each quarter approximately two months before the Board meeting. The submissions are reviewed during the Records Management Committee.

Record Officers are encouraged to attend the Records Management Committee meetings during the quarters they have submissions under review to help expedite the process.