

PUBLIC RECORDS BOARD 2024 Calendar

First Quarter

<u>January 5, 2024</u> (Friday)	Deadline for RDA Submittals	
<u>February 6, 2024</u> (Tuesday)	Operations & Training Advisory Committee	10:00 A.M.
<u>February 13, 2024</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>March 18, 2024</u> (Monday)	Board Meeting	1:00 P.M.

Second Quarter

<u>March 29, 2024</u> (Friday)	Deadline for RDA Submittals	
<u>April 30, 2024</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>May 7, 2024</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>June 10, 2024</u> (Monday)	Board Meeting	1:00 P.M.

Third Quarter

<u>June 14, 2024</u> (Friday)	Deadline for RDA Submittals	
<u>July 16, 2024</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>July 23, 2024</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>August 26, 2024</u> (Monday)	Board Meeting	1:00 P.M.

Fourth Quarter

<u>September 6, 2024</u> (Friday)	Deadline for RDA Submittals	
<u>October 8, 2024</u> (Tuesday)	Operations & Training Advisory Committee	1:00 P.M.
<u>October 15, 2024</u> (Tuesday)	Records Management Committee	1:00 P.M.
<u>November 18, 2024</u> (Monday)	Board Meeting	1:00 P.M.

Meeting location information can be found on the Public Records Board website at: <https://publicrecordsboard.wi.gov/pages/home.aspx>. Click on the "Meetings" tab, choose the appropriate Board or Committee page, then click on the meeting agenda.

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 and Public Records Board meetings during the quarters they have submissions under review to help expedite the process.