



Minutes - APPROVED

Public Records Board

November 21, 2022; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, Staci Hoffman, Julie Laundrie, Abbie Norderhaug, Erin Scharlau, and Melissa Schmidt

Board Members Excused: James Friedman

- 1) **Call to Order:** 1:01 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of August 29, 2022, Minutes:** Paul Ferguson moved, seconded by Julie Laundrie, that the August 29, 2022, minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

3) Committee Reports

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on October 18, 2022. He noted this was the largest submission received since prior to 2020 and that there were no significant issues raised at the Committee meeting and referred everyone to the responses listed.

Paul then opened a discussion of the submissions by Board members. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible.

Paul Ferguson moved, seconded by Staci Hoffman, that the RDAs on the index be approved as submitted except the submission from UW Hospitals & Clinics, RDA 348. The motion was approved.

Member	Aye	No	Abstain
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul Ferguson moved, seconded by Staci Hoffman, that the submission from UW Hospitals & Clinics, RDA 348, be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Staci Hoffman	X		
Julie Landrie		X	
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. Operations and Training Advisory Committee (OTAC):

- i. **Update on the process of determining the committee's next project:** The Committee Chair, Julie Landrie, reported the Committee met on October 11, 2022. The Committee finalized questions for the survey which was sent to records managers throughout the State. Board members asked questions about the number of survey questions and the format the questions were in. There were 14 questions in both multiple choice and open-ended response formats. The Committee will review the results at their next meeting during first quarter 2023.

- 4) 2023 Schedule:** Paul Ferguson moved, seconded by Staci Hoffman, that the 2023 schedule be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 5) Adjourn:** Paul Ferguson moved, seconded by Staci Hoffman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 1:34 PM.

Member	Aye	No	Abstain
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: March 20, 2023.