



Minutes

Public Records Board
Policy and Governance Committee Meeting

Friday, March 16, 2018
1:00 - 2:30 pm
Sellery Conference Room
Wisconsin Historical Society, 816 State Street, Madison

Committee members present: Matt Blessing, Carl Buesing, Melissa Schmidt and Peter Sorce.

Approval of November 14, 2017, Meeting Minutes: Chair Blessing reviewed the minutes. The minutes were unanimously approved as submitted.

Wisconsin Municipal Records Schedule: Chair Blessing recognized Andrew Baraniak, WHS Local Government Records Archivist, for his extensive work on the Municipal Records Schedule. Andrew provided a brief over of the draft before the Committee. This draft is very close to being the final draft presented to the Board for review and approval.

The Committee discussed language in the draft on surveillance recordings and how it differs from the approved language in the Facilities General Records Schedule. Committee members expressed concern about deviating from the approved language without DOA legal review. The Committee asked how legal citations had been reviewed and Andrew said three WHS staff had checked them. The Committee asked that DOA Legal also be asked to review the citations to ensure an attorney had reviewed them.

During the discussion of the schedule, the Committee discussed whether or not the Board has the authority to require retentions longer than seven years. Committee members noted this topic had been raised and discussed at previous meetings. As this is an ongoing concern, this question will be forwarded to DOA legal as well.

Abbie Norderhaug, WHS Assistant State Archivist, and Andrew previewed how the municipal schedule would look on the Wisconsin Historical Society website. During the presentation Committee members suggested language edits to the introduction for clarity and guidance on the intended audience and records management responsibilities when a contractor is utilized.

Linda Barth, Board Executive Secretary, will work with DOA Legal staff and request a memo, response in writing, on the questions from the Committee by May 1, 2018.

Records Transition from Paper to Electronic: Kathryn Egeland, Program and Policy Analyst, State Records Center, provided a brief history of the transition language. She said that a

previous Board Member worked with several state agencies to develop template language and that the requirement for the transition language in RDAs was included in the RDA review checklist, which was approved by the Board.

Ms. Egeland provided the Committee with copies of revised RDA transition language examples and transition language that could be included in the GRS policy. The committee suggested that statute citations be included in the GRS language and directed her to work with Diane Griffin, Enterprise Records Officer, on how to refer to the documents once they are scanned. For example, instead of "records" they could be called "input documents."

There was discussion about what happens when the WHS wants the physical paper documents and not the electronic. Chair Blessing said that if a record is reformatted it must be discoverable. He also suggested that agencies use the WHS Digitization Guide to help them determine if scanning projects are cost effective.

There was also discussion of template language for functional schedules. Derek Kramerson, Department of Corrections, said his agency is seeking PRB guidance on the process for the transition statement of intent. He is concerned that the agency will have to amend over 200 RDAs with new language to comply with the requirement.

Ms. Egeland was asked to revise both the RDA and GRS template language and to provide an example of how it would be used in an RDA for PRB approval at the second quarter meeting.

Mr. Sorce moved and Ms. Schmidt seconded adjournment. The Committee adjourned.