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Minutes - APPROVED

Public Records Board  
Records Management Committee

Tuesday, July 25, 2023; 1:00  
Teams Meeting

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Committee Members Present: Paul Ferguson and Abbie Norderhaug  
Committee Members Excused: Erin Scharlau

1) **Call to order:** 1:01 PM. Paul Ferguson noted that Erin Scharlau was excused. She provided her feedback to Kathryn prior to the meeting so it can be included in the discussion during the review of RDAs under agenda item 3.

2) **Approval of May 9, 2023, Minutes:**

Abbie Norderhaug moved, seconded by Paul Ferguson, that the minutes from May 9, 2023, be approved as submitted. The motion passed.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Abbie Norderhaug | X   |    |         |
| Paul Ferguson    | X   |    |         |

3) **Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2023 Public Records Board (PRB) Record Series Index:**

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.

Meeting adjourned at 2:49 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

| Member           | Aye | No | Abstain |
|------------------|-----|----|---------|
| Abbie Norderhaug | X   |    |         |
| Paul Ferguson    | X   |    |         |

Next meeting: October 17, 2023.