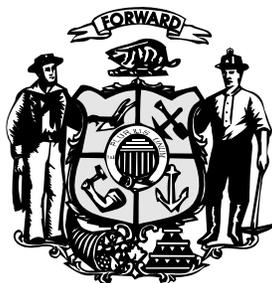


STATE OF WISCONSIN
Public Records Board

SCOTT WALKER
GOVERNOR

Matthew Blessing
Board Chair



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January 20, 2015

To All Agency Deputy Secretaries:

This summary is provided by the Public Records Board (Board) to inform you of several key activities which occurred in calendar year 2014.

The Board's Records Management Committee met quarterly to evaluate each request for record retention disposition authorizations (RDAs) from state agencies and local units of government. The Committee reviewed each request, sought clarifications or modifications where appropriate and recommended Board approval or denial for each RDA. Last year the Committee recommended and the Board approved 548 new, renewed, amended, closed or superseded RDAs submitted from state agencies and local units of government.

In addition, two general records schedules, which are common sets of RDAs available for use by all units of government, were vetted by the Committee. The Information Technology and Related Records General Schedule was updated and the Motor Vehicle General Schedule was updated and revised to include state-owned aircraft. The Committee recommended and the Board approved the revised Fleet and Aircraft Management General Records Schedule in May 2014 and the Information Technology General Schedule in November 2014. These and other resources are accessible in the Document Library on the [Board's website](#). Additionally, throughout the year the Committee reviewed and the Board approved a total of 33 general schedules submitted by various counties, cities, towns or villages. The Committee also updated DOA-PRB-001, the RDA form used by all units of government. Pursuant to Wis. Stat. §16.61(3)(u), updates included clarification of personally identifiable information (PII) and the appropriate collection of this data for a PII Registry. The Board will continue its efforts to develop new and update existing records retention schedules to help state agencies and local units of government manage their records more efficiently.

The Board's Records Resource Management Committee continued its work to develop records management guidance for all units of government. This Committee, with the help of an inter-agency workgroup of stakeholders and with widespread input from subject matter experts, developed a Guidance for Managing Web Records document. This document will assist state agencies and local units of government to develop a governance strategy to identify and retain their records created or received in web-based environments. The Guidance for Managing Web Records was approved by the Board in May 2014 and released to all state agencies and Wisconsin counties in June 2014. Stemming from this Board action, the Wisconsin Historical Society has begun utilizing a web crawling software system to capture for preservation the websites of all state agencies and offices on a regular basis.

The Policy Committee met in 2014 to continue to provide leadership on statewide strategic records management issues. A priority for the Policy Committee and the Board is to foster consistency and best practices for electronic records management. Guiding the retention and disposition of important state records in any media will remain a focus of Board.

The Board's Records Officers Council continued to meet monthly to support the work of agency Records Officers. The Council developed records management training tools for all Records Officers to use in educating general state agency staff through senior leaders on their individual records responsibilities. The training materials were approved by the Board in November 2014 and released to all state agency Records Officers later that month. We encourage you to consider integrating these materials into staff orientation and onboarding packets at your agency. The Council also updated the Introduction to General Records Schedules and the companion General Records Schedule template. Both informational pieces were approved by the Board in November 2014 and released to state agency Records Officers later that month. Additionally, the Council created educational activity materials for state agency Records Officers to promote the Governor's proclamation of April 2014 as Records and Information Management Month.

An election of Board members in March 2014 resulted in my reappointment as Board Chair. The composition of the Public Records Board did experience change later in 2014. Mary Burke, Designee of the Attorney General's Office; and, Scott Kowalski, Small Business Designee of the Governor stepped down. I will work in January 2015, to replace these two vacancies. Sandra Broady-Rudd, Small Business Designee of the Governor; Carl Buesing, Local Government Designee of the Governor; Peter Sorce, Designee of the Governor; Bryan Naab, Designee of the State Auditor; and, Melissa Schmidt, Designee of the Legislative Council Director all continue to serve on the Board.

The Board will continue its work to safeguard the legal, financial, and historical interests of the state in public records and provide leadership to help all units of government more effectively manage their public records responsibilities.

Sincerely,

Matt Blessing

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cc: Agency Records Officers