



State of Wisconsin

Public Records Board



Wednesday, June 13, 2018

# Decision on Transition Language & Statement of Intent Notification

Approved June 11, 2018



## Approved Motion

For ongoing RDAs we incorporate language that indicates that if an agency wishes to transition a record from one format to another that they commit in their RDA to indicate that the official records, including records governed by the General Records Schedule, will be maintained electronically for the full retention period. To comply with Wis. Stat. § § 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input record will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be [confidentially] destroyed and that existing RDAs can be supplemented by agencies by means of filing an Electronic Records Statement of Intent that includes similar language to what was previously read and that the electronic records Statement of Intent when submitted by an agency can be signed off by the Public Records Board Executive Secretary and State Archivist without the necessity of having it go through the Records Management Committee and reviewed by the Public Records Board.



State of Wisconsin

## Public Records Board



Wednesday, June 13, 2018

### Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy

It is not uncommon for records to transition from one format to another (for example, paper records which are scanned or otherwise entered in to an electronic system). When this transition occurs the conditions under Wis. Stat. §§ 16.61(7) and 137.20 must be followed. By statute the Public Records Board (Board) should be notified before the transition occurs. The following policy provides two options for Wisconsin Government units to notify the Board. This policy applies to all Wisconsin Government units at the State, County, and Municipal levels.



## Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy (Cont.)

### Option A – New, Amended, and Renewal RDAs

Transition language will be added to the description of each Records Disposition Authorization (RDA) where it is appropriate to the records described. The language should be presented to the Board on either the PRB-001 or PRB-003 forms for their approval. Original input documents cannot be disposed of until the RDA has been approved by the Board. An example of appropriate language and content is:

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed [confidentially].



## Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20 Policy (Cont.)

Option B – Existing RDAs and General Records Schedule Records without existing transition language.

Complete the PRB-004, Electronic Records Statement of Intent, form and submit it to the Executive Secretary of the Public Records Board. The requestor will need to provide the required information for each record series where the official record falls under the conditions listed under Wis. Stat. §§ 16.61(7) or 137.20, including records governed by a General Records Schedule. Original input documents cannot be disposed of without authorization from the Executive Secretary of the Board and, if applicable, the State Archivist when records with a disposition of “Transfer to State Archives” are included.



State of Wisconsin

# Public Records Board



PRB-004 (C06/2018)

2018

## Electronic Records Statement of Intent

**Instructions:** Complete and send the original to: Public Records Board Executive Secretary, State Records Center, 4622 University Ave. Door 10A, Madison, WI 53705

Note: Destruction or transfer of records is not permitted until this form is signed by the Public Records Board Executive Secretary.

Wisconsin Government Agency:

Address:

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed Wis. Stats. § 16.61(7) and 137.20 and intends to comply with all conditions and standards prescribed therein regarding the records listed below. The official record will be maintained electronically for the full retention period. To comply with Wis. Stats § 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed [confidentially].

Provide the information listed below for each record series being reproduced or transferred from one format to another.

RDA # (State Agencies) or Ordinance or Resolution # (Counties & Municipalities)	Records Description	Disposition of Original Record

Agency Head/Deputy Signature:

Date Signed:

Agency Records Officer Signature:

Date Signed:

PRB Executive Secretary Signature:

Date Signed:

State Archivist Signature:

Date Signed:

(Only required when records with a disposition of "Transfer to State Archives" are included.)

## PRB-004, Electronic Records Statement of Intent Form





## Process Application

New RDAs – When media transition will be occurring

Put transition language in the description similar to the Board approved example:

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed [confidentially].



State of Wisconsin

## Public Records Board



Wednesday, June 13, 2018

### Process Application

Existing, Non-Expired RDAs – Without transition language in the approved description currently where media transition is occurring or will be

Complete PRB-004, Electronic Records Statement of Intent, and submit to the PRB Executive Secretary per the instructions on the form

Upon amendment or renewal of the RDA, add transition language to the description similar to the Board approved example:

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed [confidentially].





State of Wisconsin

# Public Records Board



Wednesday, June 13, 2018

## Process Application

Records Governed by a General Records Schedule RDA

Complete PRB-004, Electronic Records Statement of Intent, and submit to the PRB Executive Secretary per the instructions on the form.