

**UNAPPROVED RECORDS DESTRUCTION
BOARD MEETING MINUTES
July 13, 2023, at 10:00am
Via Microsoft Teams**

The following members present: Jenny Jorgenson, Office of the Attorney General; Jenna Latham, Office of the State Auditor; Russ Olson, Department of Legislative Audit; Chelle Somsen, Department of Education, State Archives; and Chairman Darin Seeley, Bureau of Human Resources and Administration (BHRA). Rick Augusztin, BHRA, was the recording secretary.

Others attended from agencies: Dana Hoffer, State Records Manager, BHRA; Anita Fuoss, Counsel, BHRA; Olivia Waggoner, Department of Education; Jim Dornbusch, Department of Labor and Regulation; Dawn Hill, Department of Public Safety, Tony Rae, Dino Brooks and Daniel Hoblick, Bureau of Information and Telecommunications.

Call to Order and Roll Call

Chairman Seeley called the meeting to order at 10:00 a.m. Roll call was taken. Chairman Seeley announced that a quorum was present.

Introduction of BIT Staff

Chairman Seeley noted the presence of Tony Rae, Dino Brooks and Daniel Hoblick of the Bureau of Information and Telecommunications, who were present to assist in any technology related aspects of retention rules.

General Conflict of Interest Disclosure

Commissioner Seeley requested that board members declare any conflict of interest at this time.

Chelle Somsen recused herself from discussion or action on the Department of Education items on the agenda.

Approval of Agenda

Russ Olson moved and Jenna Latham seconded to approve the agenda. The motion passed unanimously by roll call vote.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Approval of Minutes

Jenny Jorgenson moved and Russ Olson seconded to approve the minutes from the December 12, 2023 meeting. The motion passed unanimously by roll call vote.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Public Comment

Chairman Seeley asked for public comment.
No public comment. Chairman Seeley closed the Public Comment section.

Department of Public Safety

Chairman Seeley asked the Board to consider the current petition to *revise* three existing record series for the Department of Public Safety having the record series number(s) of HP-8, HP-9, and HP-2.

The floor was open for discussion and/or motion.

Russ Olson moved and Jenna Latham seconded to approve the petition. The motion passed unanimously by roll call vote.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Chairman Seeley authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 23-001.

Department of Education

Chairman Seeley asked the Board to consider the current petition to *revise* eight existing record series for the Department of Education having the record series number(s) of DOE-24, DOE-233, DOE-184, DOE-234, DOE-188, DOE-191, DOE-203, and DOE-206; and *delete* one existing record series having the record series number(s) of DOE-237.

The floor was open for discussion and/or motion.

A short discussion between Russ Olson and Olivia Waggoner occurred regarding whether the Code of Federal Regulation listed within the note for record series DOE-233 was correct. Olivia indicated it should be updated.

Russ Olson moved and Jenny Jorgenson seconded the motion to update the Code of Federal Regulation listed for DOE-233 to 2 CFR 200.334. The motion passed by 4-0 by roll call vote. Chelle Somsen recused herself due to a conflict of interest.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Recused
Jenna Latham	Aye
Russ Olson	Aye

Russ Olson asked why we are removing DOE-237. Olivia Waggoner stated that it is obsolete and no longer followed.

Russ Olson moved and Jenna Latham seconded to approve the amended petition. The motion passed by 4-0 by roll call vote. Chelle Somsen recused herself due to a conflict of interest.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Recused
Jenna Latham	Aye
Russ Olson	Aye

Chairman Seeley authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 23-002.

Board of Technical Professions

Chairman Seeley asked the Board to consider the current petition to *revise* ten existing record series for the Board of Technical Professions having the record series number(s) of BTP-2, BTP-3, BTP-8, BTP-9, BTP-10, BTP-11, BTP-13, BTP-15, BTP-16, and BTP-17.

The floor was open for discussion and/or motion.

A short discussion between Russ Olson and Jim Dornbusch occurred regarding lowering the retention for BTP-15 from 50 years to 3 years.

Jenny Jorgenson moved and Jenna Latham seconded the motion to add “provided no pending litigation” to the retention for ALL OTHER DOCUMENTATION list in BTP-2. The motion passed unanimously by roll call vote.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Jenna Latham moved and Russ Olson seconded to approve the amended petition. The motion passed unanimously by roll call vote.

Chairman Seeley	Aye
Jenny Jorgenson	Aye
Chelle Somsen	Aye
Jenna Latham	Aye
Russ Olson	Aye

Chairman Seeley authorized the destruction of the records as described in the foregoing petition provided the retention period of each record has been met. Records destruction authority is granted under Records Destruction Board number (RDB) 23-003.

Russ Olson moved to adjourn, and Jenny Jorgenson seconded.

Adjourned meeting at 10:14 a.m.