



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
 A. John Voelker  
 SECRETARY

Wisconsin Department  
 of Employee Trust Funds  
 PO Box 7931  
 Madison WI 53707-7931  
 1-877-533-5020 (toll free)  
 Fax 608-267-4549  
 etf.wi.gov

## *Correspondence Memorandum*

**Date:** January 24, 2024

**To:** Deferred Compensation Board

**From:** Erin Casper, Board Liaison  
 Kimberly Schnurr, Board Liaison  
 Office of the Secretary

**Subject:** Wisconsin Public Records Law Basics Training

**The Department of Employee Trust Funds (ETF) requests that Deferred Compensation Board (Board) members sign and return a form acknowledging they have completed the Wisconsin Public Records training.**

Annually, the Department of Administration requires all state employees and board members to affirm they have reviewed and understand the Wisconsin Public Records Law. Please review the information found in Attachment A, Wisconsin Public Law Basics Presentation. ETF anticipates similar training materials will be included with materials for the first Board meeting of each calendar year.

After your review, please sign and date the Verification of Completion Signature Page (Attachment B) and return it to the board liaison, either at the March 7, 2024, meeting or electronically (via Docusign) before March 21, 2024.

Staff will be at the Board meeting to answer any questions.

Attachment A: [Wisconsin Public Records Law Basics Presentation](#)  
 Attachment B: [Verification of Completion Signature Page](#)

*Pamela L Henning*

Reviewed and approved by Pam Henning, Assistant Deputy Secretary  
 Electronically Signed 02/19/2024

| Board | Mtg Date | Item # |
|-------|----------|--------|
| DC    | 03.07.24 | 10A    |