



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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Correspondence Memorandum

Date: January 24, 2024
To: Employee Trust Funds 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 the Employee Trust Funds 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 moving forward.

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 28, 2024, meeting or electronically (via DocuSign) before April 11, 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 03/14/2024

Board	Mtg Date	Item #
ETF	03.28.24	6M