



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

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## Correspondence Memorandum

**Date:** March 18, 2025

**To:** Employee Trust Fund Board  
Teachers Retirement Board  
Wisconsin Retirement Board

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

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

**The Department of Employee Trust Funds (ETF) requests that Employee Trust Fund Board (ETF Board), Teachers Retirement Board (TR Board), and Wisconsin Retirement Board (WR 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 ETF Board, TR Board, and WR 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 ETF Board, TR Board, and WR Board meetings 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 at the March 27, 2025, meetings. ETF Board, TR Board, and WR Board members who are unable to return the Verification of Completion Signature Page at the meetings or prefer to complete the form electronically can contact the Board Liaison Team at (608) 266-0301 to request that materials be sent to them via DocuSign. All Verification of Completion Signature Pages must be received before April 10, 2025.

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 03/04/2025

Board	Mtg Date	Item #
ETF	03.27.25	6K
TR	03.27.25	5A
WR	03.27.25	5A