



STATE OF WISCONSIN
Department of Employee Trust Funds
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 SECRETARY

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Correspondence Memorandum

Date: January 24, 2024

To: Group Insurance 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 the Group Insurance Board (Board) members complete the Wisconsin Public Records training, then sign and return a form acknowledging they have completed the training.

Annually, the Department of Administration (DOA) requires all state employees and board members to affirm they have reviewed and understand the Wisconsin Public Records Law. This requirement can be completed by reviewing 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 February 21, 2024, meeting or electronically (via Docusign) before March 6, 2024.

Staff will be available 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 01/30/2024

Board	Mtg Date	Item #
GIB	02.21.24	10M