



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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## Correspondence Memorandum

**Date:** January 29, 2025  
**To:** Group Insurance Board  
**From:** Kimberly Schnurr, Board Liaison  
Lisa Watts, 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.

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 26, 2025, meeting or electronically (via Docusign) before March 14, 2025.

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 01/29/2025

Board	Mtg Date	Item #
GIB	02.26.25	7D