



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

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***Correspondence Memorandum***

**Date:** January 24, 2024

**To:** Wisconsin Retirement 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 Wisconsin Retirement 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 June 20, 2024, meeting or electronically (via Docusign) before July 5, 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 #
WR	06.20.24	5A