

**LAKE REDSTONE PROTECTION DISTRICT**  
**District Records Team Meeting**  
**Tuesday, January 13, 2026, 9:00 AM**

Town of La Valle Hall, 314 State Hwy 33/58 La Valle WI. 53941

Any members of the board or the public who prefer not to attend in person can contact the board via email (lrpd.board@gmail.com) for instructions on how to join the meeting virtually. It is possible that a quorum of the LRPD board may attend this committee meeting. However, no actions by the LRPD board will be taken at this meeting.

**AGENDA**

- 1. Call meeting to order, verify compliance with the Open Meeting Law.**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of the December 9 2025, Record Team minutes**
- 5. Meeting topics**
  - a. Assign responsibility for adding appropriate information for each category**
  - b. Review current information by category and provide feedback**
    - i. Include legal compliance retention**
  - c. Discuss protocols for adding data to the Google Drive**
  - d. Investigate Google Drive capabilities**
    - i. Documentation of changes made, duplicate files, cross referencing**
    - ii. Assign responsibility for writing record retention procedures**
    - iii. Review historical summary outline**
- 6. Adjourn**