

Meeting Recap

Attendees: Please see end of meeting minutes

Meeting Subject: Record Officer Council

Date: January 14, 2015

Meeting Started/Ended At: 1:00 p.m. – 3:00 p.m.

Discussion Points:

Item 1. The Administrative General Records Schedule (GRS) changes approved by the Records Officers Council were submitted to the Records Management Committee (RMC) on January 9, 2015. If approved by the RMC, it will be submitted to the Public Records Board on March 9, 2015. Additional changes to the Administrative General Records Schedule will be submitted in the second quarter of 2015 if they are finalized.

Item 2. Teresa Weidemann and Lynn Condreay provided an update on the Public Information Office/Communication Officer RDAs. Teresa stated they presented a proposal of what they have brought together so far and shared it with the Public Service Commission and the Department of Corrections Public Information Officers. Currently, there are three proposed Retention Disposition Authorizations (RDA's) for Communication/Public Information Officers. These will be rolled into the Administrative GRS when finalized.

Item 3. Georgia Thompson distributed the updated PRB-001 (RDA) form that the PRB has approved. The new form is posted on the Public Records Board (PRB) website as a fill-able PDF. Kathryn will e-mail all Records Officers an announcement on the new form. Georgia stated the new form, which allows for the tracking of personally identifiable information not exempted by statute, must be used on all RDA submissions going forward.

Item 4. Georgia updated the Records Officers Council (ROC) on the STAR Project's activity regarding electronic records management in PeopleSoft. She stated that they were looking at a very specific series of records that are transactional in nature and therefore possibly could be saved electronically in PeopleSoft. She stated that in recent meetings with the STAR Project it had been decided that they will reach out to agencies to image certain records into PeopleSoft for a transactional process and those images will have a paper and electronic copy since PeopleSoft does not have the functionality to search or purge records. The STAR Project is hoping to roll this out July 1, 2015.

Item 5. Ana Aquino-Perez updated the group on the progress of the Social Media Guideline which is being developed by the Records Resource Management Committee. The committee will now review all comments and finalize a draft of the Guideline. Ana thought it would be three (3) months until this draft is finalized and ready for distribution to the ROC for comments.

Item 6. Ana Aquino-Perez stated the Training Committee is currently working on a glossary and then plans to work on training materials for new Records Officers and new Records Coordinators. Georgia mentioned that she and Kathryn are currently working on a training manual for Records Officers and didn't want there to be duplicate work or documents. Georgia reminded the ROC that there will be five (5) training sessions offered in calendar year 2015, all to be held in the Department of Administration building. She reiterated the focus of at least two sessions will be on training new or newer Records Officers.

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Item 7. Diane Vultaggio asked the participants how they handle non-awarded bid material, that is, whether they keep them all together or retain them separately under a different RDA. The ROC members present all stated that their agency's keep non-awarded bid materials with the awarded materials.

Item 8. Lynn Condreay mentioned that changes need to be made to PAY00016 in the Payroll GRS. She stated there should be two separate retention periods, one for DOA Central Payroll and another to be used by the other agencies. She asked Georgia to make sure this is on the list of pending changes to be made to the Administrative GRS.

Item 9. Georgia stated the current disposition cycle received a 51% response rate to the State Records Center's (SRC) request to destroy or transfer expired records. She stated this is a small increase from the 49% we had last cycle. She stated the SRC would be pulling 14,000 + boxes but had many thousands waiting to be put into the shelving. DOT stated the agency had 2,500 boxes to move into SRC inventory and DOC stated it had an unknown but significant number of boxes also. Georgia stated there may not be room for all of them. The SRC will start pulling expired and approved boxes by the end of January.

Item 10. Georgia updated everyone on the percentage of expired RDAs. She stated that in 2012, 39% of all current RDA's were expired. Currently, 42% are expired.

Item 11. Georgia reminded the council that the Records Management Committee meeting is February 10, 2015.

Item 12. Georgia reminded the council that the Public Records Board Meeting is March 9, 2015.

Item 13. Georgia mentioned that the PRB chairman is finalizing an annual report for distribution to deputy secretaries. When finished, it will be posted to the PRB website.

Item 14. Kathryn Egeland updated the ROC on the inventory project. She stated that now that the disposition cycle has been completed she will re-start the inventory project shortly with a goal to complete all changes by June 30, 2015.

Item 15. Georgia notified the group that the SRC rates for FY15 would remain unchanged from the previous year.

Item 15. Georgia shared that the Legal Affairs GRS has not yet been sent to the original Legal GRS committee. She hopes to be able to distribute it shortly to the committee for its final thoughts and if possible, submit it to the ROC, Administrative Officers Council, the RMC and the PRB in the second quarter of 2015.

Item 16. Diane Vultaggio and Teresa Weidemann are co-chairing the Forms, Library, Mail and Records GRS committee. Diane informed the ROC that they are close to finalizing a draft for ROC comments. It still seemed possible this could be submitted to the RMC in the second quarter of 2015. Also, it was re-stated that folding the remaining RDAs from these now separate GRS' into the Administrative GRS was likely.

Next Meeting: February 11, 2015 (Wisconsin Department of Administration Building, Room 430)

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Follow-Up Action Items:

- Kathryn Egeland will e-mail the PRB-001 form to all Records Officers.
- The spring training classes will be e-mailed out shortly to all Records Officers for sign-up.

Additional Comments:

Attendees

- Aquino-Perez, Ana – Department of Transportation
- Condreay, Lynn – Department of Corrections
- Cunningham, Sharon – Investment Board
- Egeland, Kathryn – Department of Administration
- Galbraith, Tiffany – Department of Administration
- Gorski, Jodi – Department of Justice
- Grimm, Sarah – State Historical Society
- Holtan, Jeannie – Department of Children & Families
- Hunter, Mary – Department of Natural Resources
- Mulder, Lois – Department of Health Services
- Riehemann, Paul – Department of Revenue
- Thompson, Georgia – Department of Administration
- Vultaggio, Diane – Employee Trust Funds
- Weidemann, Teresa – Public Service Commission
- Williams, Inger – Office of the Commissioner of Insurance