

Meeting Recap

Attendees: Please see end of meeting minutes

Meeting Subject: Record Officer Council

Date: February 11, 2015

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

Discussion Points:

Item 1. Georgia Thompson updated the Records Officer Council (ROC) on the STAR Project's activity involving the electronic records management in PeopleSoft. She stated that PeopleSoft will not be an electronic records management environment. She asked if everyone had seen the memo sent from the Department of Administration (DOA) to the Administrative Officers Council, the Records Officer Council, Financial Managers, and many other areas. The memo states agencies that want to put transactional data into PeopleSoft may do so but the hard copy or electronic version saved somewhere other than PeopleSoft will be the original record. The STAR Project is planning to roll out PeopleSoft for the Procurement and Financial Modules on July 1, 2015.

Item 2. Georgia reminded the ROC that there will be five (5) training sessions for Records Officers in calendar year 2015. Kathryn Egeland distributed a handout with the dates, times, topics and the intended audience for each training session. All sessions will be held in the DOA Building and be limited to 18 participants. Kathryn will send an e-mail for registrations in mid-February. If the sessions do not fill completely, agencies may choose to send 1-2 of their Records Coordinators or other staff members they feel have significant responsibility for records management. Georgia reminded everyone that the training is intended to be 'train the trainer' sessions.

Item 3. Lynn Condreay provided an update on the Public Information Officer/Communication RDAs. Lynn and co-chair, Teresa Weidemann continues to work to distribute the drafted Retention Disposition Authorizations (RDAs) to Public Information/Communication Officers in all state agencies. Asking the DOA Public Information Officer (PIO) to provide a list of agency PIO's was discussed however that position is now vacant. David Rabe felt he may be able to provide a contact name that the committee could work with on the distribution and review of the RDAs.

Item 4. Kathryn updated the ROC on the inventory project. She stated that if agencies haven't heard from her yet they will in the next few weeks. She hopes to complete the project before June 30, 2015, which includes processing all agency responses.

Item 5. Georgia informed the ROC of the lack of space at the State Records Center (SRC). She mentioned that a truck with 10 pallets for drop off at the SRC had to be turned away due to lack of space the week of January 26th. She stated there will have to be procedural changes in the near future for all pick-ups and drop-offs that occur with agencies inventory. She said she would work with the ROC on developing new procedures. In the meantime, agencies are to e-mail the pick-up request form as usual. The SRC staff will isolate requests of 50 boxes or more; check in-house to determine if/when the boxes can be received at the SRC and e-mail the agency back letting them know when the SRC can take the boxes. She mentioned much of this has to do with timing. Right now the SRC is pulling over 14,000 boxes for destruction. If this work had been further along, it's possible the delivery the week of January 26th wouldn't have had to be turned away. It's also possible that had the Records Center not experienced water damage that week the boxes may have been able to be received.

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Item 6. Sharon Cunningham asked the ROC how other agencies handle email archiving solutions. Multiple agencies voiced situations they experienced such as the cost of licenses, the treatment of records with privacy requirements and various types of software.

Item 7. Ana Aquino-Perez stated the Training Committee has e-mailed the glossary draft out to the ROC for review. Comments are due back to Ana by Tuesday, February 17, 2015.

Item 8. Georgia reminded the ROC that the Public Records Board (PRB) meeting is March 9, 2015. She stated that the cutoff for second quarter 2015 submission to the PRB is March 27, 2015.

Item 9. Diane Vultaggio stated the Forms, Library, Mail and Records General Records Schedule (GRS) committee is close to finalizing its draft which will be sent to Records Officers for review. The committee is hoping to have this submitted to the Records Management Committee (RMC) in the second quarter of 2015.

Item 10. Georgia stated the ROC agreed upon revisions to the Administrative GRS was submitted to the RMC. The RMC had no issues with the revisions and will therefore submit to the PRB at its March 9, 2015 meeting. She stated upcoming revisions to the Administrative GRS include consolidating RDAs related to Continuity of Government. She also stated the Payroll GRS required some revisions.

Item 11. 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, AOC, the RMC and the PRB in the second quarter of 2015.

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

Follow-Up Action Items:

- The spring training classes will be e-mailed out shortly to all Records Officers for sign-up.
- Comments are due back to Ana Aquino-Perez on the glossary by Tuesday, February 17, 2015.

Additional Comments:

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Attendees

- Aquino-Perez, Ana – Department of Transportation
- Bluma, Dawn – Department of Workforce Development
- Condreay, Lynn – Department of Corrections
- Cunningham, Sharon – Investment Board
- Egeland, Kathryn – Department of Administration
- Galbraith, Tiffany – Department of Administration
- Gorski, Jodi – Department of Justice
- Holtan, Jeannie – Department of Children & Families
- Hunter, Mary – Department of Natural Resources
- Rabe, David – Office of the Governor
- 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