

Meeting Recap

Attendees: Please see end of meeting minutes

Meeting Subject: Record Officer Council

Date: March 11, 2015

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

Discussion Points:

Item 1. Georgia Thompson discussed the Public Information Officer/Communications Officer RDAs with the council. Georgia thought this should go through DOA and not the governor's office for pre-approval. Lois Mulder stated that she could try and get this through her Public Information Officer (PIO). Lynn Condrey will send this to Lois who will then try and move this forward through the Department of Health Services PIO. If this doesn't work then the piece will be sent out to all Records Officers to see how we can move this forward through agency PIO's.

Item 2. Kathryn Egeland updated the ROC on the inventory project. There are four remaining agencies to be sent out. This inventory clean-up has freed up some space at the SRC which can now be filled in with inventory sitting on pallets or in aisles.

Item 3. Georgia discussed RIMM (Records Information Management Month) for April. The ROC made a "toolkit" in March of 2014 to share within their agencies. Some of the topic ideas were personal email, bringing your own device, lobby displays, brown bag, email blasts, a shred event, cleanup of shared and personal drives. Georgia will collect all ideas and activities that different agencies are doing and send out an overview to all Records Officers. Georgia informed the council the State Records Center (SRC) will start doing tours again in April 2015 and they can be scheduled through Steve Georgeff.

Item 4. Ana Aquino-Perez provided an update on the glossary the training committee has put together. Georgia thought the council should work on things the board has approved to be worked on before expanding the effort on the glossary that is not authorized to be on the Public Records Board (PRB) website.

Item 5. Georgia Thompson gave a brief update on the PRB meeting that was held March 9, 2015. Sandy Broady-Rudd gave an update on the social media guideline that will go to the Administrators Officer Council (AOC), ROC and the IT directors with a goal of submission by the end of third quarter. Sandy asked Georgia for additional topics from the ROC members. Georgia discussed email guidance and that she will reach out to Sandy Broady Rudd to get this added back to the PRB website to be a guidance document. Georgia shared the elections were completed as follows: Matt Blessing is Chair of the PRB, Sandy Broady-Rudd is Vice Chair, and Carl Buesing is the Vice President. There are currently two vacant positions on the PRB. There was discussion from the board on using "no longer needed" in RDA's and that it's very vague.

Item 6. Georgia reminded the ROC that the ARMA Madison Chapter Seminar is April 29, 2015 at the Fluno Center. The main focus is Information Governance. Georgia will forward registration for ARMA to all Records Officers.

Item 7. Georgia Thompson discussed the State Records Center (SRC) Records Officer draft manual. Comments are due back to Kathryn by March 31, 2015.

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Item 8. Georgia Thompson informed the council of the staff shortage at the SRC. The SRC did get approval to fill the open position but this will take 2-3 months. The SRC will do their best to get files and boxes delivered and picked up as soon as possible. Georgia reminded the council of the 3-5 day processing time for orders and pick-ups. If you do have an urgent request please let the SRC know right away. Georgia discussed the current drop-off procedures and provided a handout (Drop-off of Boxes/Files to the State Records Center – DRAFT for Discussion Purposes) which included her recommended new procedures that she is hoping to put in place by the end of the fiscal year. Feedback is requested from Records Officers. Georgia stated that she should be able to close the water claim through DOA risk management by Friday, March 13, 2015.

Item 9. Comments are due back to Diane Vultaggio on the Forms, Library, Mail, and Records GRS by Friday, March 13, 2015.

Item 10. Mary Burke gave her final comments on the Legal Affairs GRS. Georgia and Helmut are going through her comments to update the document and then will go back to the committee for final review. It will then go to ROC members for any edits.

Item 11. Georgia Thompson distributed and discussed the pending changes for PRB 2nd quarter of 2015. Georgia will e-mail all ROC members the proposed revisions to PAY00016 and would like any changes back by March 20, 2015.

Next Meeting: April 8, 2015 (Wisconsin Department of Administration Building, Room 430)

Follow-Up Action Items:

- The spring training registrations will be e-mailed out shortly to all Records Officers for sign-up.
- ARMA conference is April 29, 2015.
- Georgia Thompson will forward the ARMA registration information to all Records Officers.
- Comments are due back to Diane Vultaggio on the Forms, Library, Mail, and Records GRS by Friday, March 13, 2015.
- Comments are due back to Georgia Thompson on PAY00016 by March 20, 2015.

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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
- Gorski, Jodi – Department of Justice
- Hancock, Lauren – Department of Workforce Development
- Holtan, Jeannie – Department of Children & Families
- Kaalele, Kelli – Department of Veterans Affairs
- Knies, Helmut – State Historical Society
- Mulder, Lois – Department of Health Services
- Thompson, Georgia – Department of Administration
- Williams, Inger – Office of the Commissioner of Insurance