



MINUTES

Public Records Board
Operations and Training Advisory Committee
Tuesday, October 8, 2019
10:00 am to 12:00 Noon

Department of Administration
Pecatonica Conference Room #132
101 East Wilson Street
Madison, WI
Teleconference (608) 282-3515

Committee Members Present: Brittany Keleher, Julie Laundrie, and Rebecca Robbennolt
Committee Members Excused: Andrew Baraniak and Sarah Guenther
Committee Members Absent: Kyle Hofstetter

- 1. Call to Order:** 9:57 AM. Julie Laundrie, Committee Chair, called the meeting to order and had everyone introduce themselves.
- 2. Approval of July 23, 2019, Minutes:** Minutes were approved as submitted. The motion was made by Brittany Keleher and seconded by Rebecca Robbennolt. All approved.
- 3. Electronic Records Management Guidance on Chapter Adm 12:** Sara Grimm discussed changes made after stakeholders, including Records Officers, reviewed the initial draft. The guidance document is meant to be a companion to the ADM 12 primer which is already on the Board website. The Committee asked questions about the draft which were answered by members of the workgroup present at the meeting. Jordan Tilleson discussed the next steps for this document. The workgroup is requesting that the Committee move the document forward to the November 18, 2019, Board meeting to get their approval to post the document on the Board website. The Committee members think the document will be very helpful to those in records management and agreed to move it forward to the Board meeting as requested.
- 4. PRB Training Documents:** Julie overviewed the current training pieces on the Board website and noted that they were approved in 2014. She suggested that the Committee should review and revise the documents as their next project. One of her concerns is that the documents should be usable by records managers at all levels of government, including local units. Committee members agreed that this should be their next project and discussed next steps. Committee members will review the training documents and give Lisa Popke their suggestions by January 10, 2020.
- 5. Adjourn:** The meeting was adjourned at 10:29.