



MINUTES

Public Records Board
Operations and Training Advisory Committee
October 9, 2018
10:00 a.m.-12:00 p.m.
Department of Administration
101 E. Wilson Street, Madison – Pecatonica Room

Committee Members Present: Andrew Baraniak, Brittany Keleher, and Josh Ranger
Committee Members Excused Absent: Sarah Guenther and Kyle Hofstetter

- 1) **Call to Order:** 10:00 a.m.
- 2) **Approval of July 17, 2018 Minutes:** Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Brittany Keleher. All approved.
- 3) **Email Records Guidance:** Kathryn Egeland gave a brief history of the Email Records Best Practice draft following the August Public Records Board (PRB) meeting. The PRB members provided feedback regarding the focus of the document and deciding what is and what is not a record. They also discussed that the document should focus on records retention responsibilities. The revised draft incorporates suggested changes from PRB members. It is currently being reviewed by Records Officers. There was a brief discussion of the draft and a few suggestions were made. Committee members are being asked to review the draft and submit any further suggestions to Kathryn by October 12, 2018. The final draft will be on the November 19, 2018 PRB agenda.
- 4) **Social Media Best Practices:** Kathryn Egeland reviewed the draft of the Social Media Best Practices document. There were a few changes made following the discussion of the Email Best Practice at the August PRB meeting. The document tries to assist in defining what is social media, the various platforms and sites, and identifying when there is a record. The Committee reviewed and discussed the document in depth and provided input regarding both the layout and content. Any additional suggestions should be sent to Kathryn Egeland by October 12, 2018. The next step for the Social Media Best Practices document is seeking feedback from Records Officers and DOA legal counsel. The Committee will discuss a revised draft at their first quarter 2019 meeting.
- 5) **Basic Records Management Training Module:** Diane Griffin explained that the Records Management Training Module was approved by the PRB at their August 27, 2018 meeting and is now available on the STAR ELM system for staff to access. A few slides were slightly changed at the PRB meeting. This training is not mandatory at this time, but it is of significant value. It would be a good addition to all new employee orientation classes. A marketing plan is currently in place.

- 6) **State Records Center Survey and Focus Group:** Diane Griffin discussed that the State Records Center Survey lead to a focus in three different areas that improvements could be made. The focus groups will be comprised of Records Officers and Coordinators who will discuss three main areas of: processes, communications, and the Versatile inventory system.
- 7) **Roundtable Discussion on Future OTAC Projects:** Brittany was hoping for a better feel for future projects after her and Kyle give their presentation at the next Records Officer meeting. The Committee also felt the Transitioning Employee document could be reviewed and updated as well as the Admin 12 primer. The Committee also discussed the need for a PRB member to be on the Committee as Chair.
- 8) **Adjourn:** The motion was made by Brittany Keleher at 10:45 a.m. to adjourn and seconded by Andrew Baraniak. All approved.

Next meeting to be determined.