



Minutes – Approved
Public Records Board
Operations and Training Advisory Committee
November 14, 2016; 10:00am – 11:30am
Department of Administration
101 E. Wilson Street, Madison – St. Croix Conference Room

Committee Members Present: Sandra Broady-Rudd, Andrew Baraniak, Linda Barth, Dawn Bluma, Sarah Guenther, Dawn Oashgar

Board Members Excused: Joshua Ranger

- 1) **Call To Order:** 10:32 A.M.
- 2) **Comments from Chair:** The Committee Chair, Sandra Broady-Rudd provided an overview of the role of the Committee. She said she sees this committee providing leadership to support records officers, focus on training and new technology and to meet annually with the Policy Committee for guidance. She said that there were several themes she wanted to address including, executive support for records management efforts, the level of authority granted to Records Officers as well as their classification and compensation. She also said that the Committee should review guidance and general schedule work products that were developed but were put on hold or never made it through to Board approval.
- 3) **Legal Responsibilities:** DOA Legal Counsel, Betsy Winterhack provided the Committee with information regarding the open meeting and public record laws. She told the Committee members that the Committee is a government body. Therefore, the Committee must conduct business in meetings that are open to the public. The Committee meetings must be noticed at least 24 hours in advance and any meeting of a quorum (four members or more) must be noticed as a meeting of the Committee.
- 4) **Committee Organization and Mission:** The Committee decided they would meet quarterly on the mornings of the days a Public Records Board meeting is scheduled. The Committee decided it would be helpful to have a meeting via telephone in January to continue the organizational efforts. Chair Broady-Rudd said she would send a schedule to Committee members.

The Committee discussed the 2017 Records Management Conference. Ms. Barth said that her staff was working on a budget and looking for Records Officers to participate in a planning work group.

Mr. Baraniak said that the Wisconsin Historical Society is looking at records management policies for local government, noting that the current manual is 35 years old. He said that he sees electronic records as a looming issue. Ms. Barth said that there are a lot of different efforts regarding electronic records and that the Committee should bring these efforts together and help coordinate them.

Ms. Oashgar suggested that the Records Center should send a survey to records officers to determine what they want to see from a conference. She also suggested working with the Enterprise Learning Module in PeopleSoft as a records management training tool. Ms. Bluma said that training videos should be done professionally.

Ms. Bluma said that guidance documents on electronic records and email are critical to records officers. She also said that the general records schedules for legal counsel and communications are needed as agencies are all creating their own separate schedules.

Ms. Winterhack added that she is working on a basic records training module as a result of the Governor's Executive Order and that it should be going to all state employees in January. Chair Broady-Rudd suggested that tools like agency newsletters would be a good way to provide records management information and advertising for upcoming records training.

Ms. Guenther said that a huge challenge for local governments is body cams. Local governments are trying to determine when to release videos and how to pay the high cost of retaining the footage.

Ms. Bluma said that another issue records officers struggle with is the fact that RDAs are the minimum retention. She said that she thought the State of Virginia has a timely destruction policy. Ms. Bluma also suggested that RIM activities should be a consideration for the Committee.

- 5) Committee Secretary:** Ms. Barth said she would continue in the Committee Secretary role until someone else steps forward.

Meeting Adjourned.

Next scheduled meeting: Teleconference in January, date to be decided.