

TONY EVERS
GOVERNOR

MATT BLESSING
BOARD CHAIR

LINDA BARTH
EXECUTIVE SECRETARY



4622 University Ave., 10A
Madison, WI 53705

Telephone
608 / 267-7693

MINUTES

Public Records Board
Operations and Training Advisory Committee
Tuesday, February 19, 2019
10:00 to 12:00 Noon
Department of Administration
Pecatonica Conference Room #132
101 East Wilson Street
Madison, WI

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

- 1. Call to Order**—10:00 a.m. Rebecca Robbennolt was introduced.
- 2. Approval of the October 9, 2018, Minutes:** Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Brittany Keleher. All approved.
- 3. Social Media Best Practices:** Kathryn Egeland discussed the Social Media Best Practices document that has been seen by DOA Legal Council and the Records Officer's community at a records officer meeting. The Committee discussed the draft. The revisions will be made and the document will go to the March 25, 2019, Public Records Board (PRB) meeting requesting approval.
- 4. Supervisor's Knowledge Transfer Checklist:** Kathryn Egeland discussed the Supervisor's Knowledge Transfer Checklist document. The Committee felt the document was well done and will be helpful. It will now go to the Division of Personnel Management. Please contact Kathryn if you see any additional changes that should be made.
- 5. Records Management Guidance for Transitioning Employees:** Kathryn Egeland discussed the Records Management Guidance for Transitioning Employees document. This will be a good companion piece alongside the Supervisor's Checklist. The Committee discussed the document and suggested a few revisions. They decided that it should be moved forward as a PRB guidance piece. The Committee would like the document to go to DOA Legal Counsel for review and then to the PRB meeting on March 25, 2019.
- 6. State Records Center (SRC) Business Operations Improvement Project**—Jordan Tilleson provided an update on the SRC Business Operations Improvement Project.
- 7. Roundtable Discussion on Future OTAC Projects:** Kyle would like to see a more automated RDA schedule and more big bucket RDAs in the GRS. He would also like to see less Event Date RDAs and see more Creation Date RDAs. The Public Service Commission is working with the SRC to put on a workshop explaining the process of setting up an electronic storage system of records. Kathryn Egeland is redoing the PRB website. Andrew brought up to be aware that PII

information in electronic records and information breaches. Local and state training should be looked at as well.

Any additional ideas can be sent to Lisa or Linda.

- 8. Adjourn:** The motion was made by Brittany Keleher at 10:54 a.m. to adjourn and seconded by Andrew Baraniak. All approved.

Next meeting is May 7, 2019