



MINUTES

Public Records Board
Operations and Training Advisory Committee
February 6, 2018
10:00 a.m.-12:00 p.m.
Department of Administration
101 E. Wilson Street, Madison – Pecatonica Room

Committee Members Present: Andrew Baraniak, Kyle Hofstetter, Brittany Keleher, and Joshua Ranger.

Committee Members Approved Absence: Sarah Guenther

- 1) **Call to Order:** 10:02 a.m.
- 2) **Approval of November 9th, 2017 Minutes:** Approval was tabled.
- 3) **Introduction of new committee members:** Kyle Hofstetter, Employee Trust Funds Records Officer and Brittany Keleher, Office of the Commissioner of Insurance Records Officer were introduced.
- 4) **Discussion on records management training needs:** Dave Hippler, DOA Enterprise Training Coordinator, discussed the training development tools available, both classroom and online training. Online training is usually created using Articulate software. Star ELM is added when attendance needs to be tracked. Subject matter experts will work with staff to develop the training. External learners (those that are not direct state employees; such as UW employees) will soon be able to start using Star ELM. The software used, Articulate, can take a PowerPoint and turn it into an engaged training. Due to the long learning curve of the software, it may be better for Dave to develop the training and use Subject matter experts for the material.

Simpler training on records management guidance, white papers or YouTube videos, can possibly be placed on Public Records Website, Historical Society website, DOA website. The committee can discuss taking the records management PowerPoints and guidance documents and turning them into electronic learning tools. The next OTAC meeting can set time aside to look at the documents and determine if they would be valuable as electronic tools.

- 5) **State Records Center onboarding plans for new records officers:** Jordan Tilleson, Records Center and Mail Transportation Section Chief, discussed the onboarding of new records officers. The welcome process will include an email with helpful links to State Records Center Public Records Board webpages, an invite by the Enterprise Records Officer to view the SharePoint site, and an invite will be given to the records officer to come out the State Records Center to get one-on-one records officer training on RDA writing and management, Versatile, and disposition cycles. This training is to let the records officer know that the State Records Center is available for help and assistance. Local units can participate in this training or staff from the SRC can travel onsite. SRC staff can also travel to UW site locations if requested.

6) Records officer self-assessment tool: Diane Griffin, Enterprise Records Officer (ERO), discussed a self-assessment tool that allows records officers to assess themselves before an audit. The tool would evaluate criteria looked at by the ERO and allow records officers to improve any areas of their program that need improvement. A records center guide, developed by Kathryn Egeland and former Section Chief, was shared at the October conference. The guide established criteria used during state agency audits/reviews. The self-assessment tool is for officers to evaluate their own program and processes between audits, and not to be shared with DOA. As one evaluates him/herself it gives guidance on how to improve in certain areas or positive reinforcement if one is already participating in sound records management practices. It is meant to be shared with the records officer's managers. This document will be shown at the Records Officer meeting in February.

7) Adjourn: The Committee adjourned at 11:21 a.m.

Next meeting to be April 24, 2018.