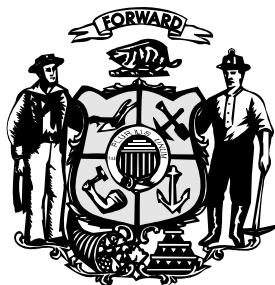**STATE OF WISCONSIN**
Public Records Board

SCOTT WALKER
GOVERNOR

Linda Barth
Executive Secretary

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Minutes - Approved
Public Records Board
Operations and Training Advisory Committee
March 13, 2017; 10:00 to 12:00 Noon
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 east Mifflin Street
Madison, Wisconsin

Committee Members Present: Andrew Baraniak, Linda Barth, Dawn Bluma, Sarah Guenther, Dawn Oashgar and Joshua Ranger

Board Members Excused: Sandra Broady-Rudd

1) **Call to Order:** Committee Secretary Linda Barth filled in for Chair Broady-Rudd and called the meeting to order.

2) **Approval of January 12, 2017 Minutes:** Ms. Barth moved adoption of the minutes of the January 12, 2017 meeting be approved. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	Absent		
Andres Baraniak	X		
Linda Barth	X		
Dawn Bluma	X		
Sarah Guenther	X		
Dawn Oashgar	X		
Joshua Ranger	X		

3) **State Records Center Report, Jordan Tilleson, DOA Records Center and Mail Transportation Section Chief:** Mr. Tilleson said the Fiscal and Accounting General Record Schedule should be ready for submission to the Public Records Board in the 4th Quarter. He said the subject matter experts on the working group should have their initial work completed by May and then it will be distributed to other subject matter experts and records officers for review. He announced that the Records Management Conference is scheduled for October 19, 2017 and it will be at the Alliant Center. Diane Griffin confirmed that there will be a full day and two tracks of training. .

4) **ELM Presentation, David Wirth, Bureau Director, Organizational Change Management, STAR Program Office:** Mr. Wirth explained that "ELM" is PeopleSoft Enterprise Learning Management. He provided information on how ELM provides training for state agencies. Several key factors include:

- Provides training to learners external to state government
- Tracks employees' training history
- Allows learners to evaluate training
- Runs reports
- Integrates with HCM (STAR HR Module)

He said his team would be happy to work with agencies on developing training through ELM.

5) **OnBase Presentation, David Meyer, Director of Technical Architecture & Project Management, DOA Division of Enterprise Technology:** Mr. Meyer explained how OnBase captures and stores paper and electronic documents in an organized system. The system can provide a workflow process for different retention policies on different document types and set up approval workflow for deletion. He said DET's goal for OnBase is to make it an Enterprise platform. OnBase will be available by the end of the month (March) and there are already 12 different projects for OnBase implementation. He said that it is DET's intent to work with records officers when implementing OnBase to make sure appropriate records management procedures are followed. After a question from Mr. Ranger, he said he would look into quality control procedures in OnBase.

6) **Wisconsin State Preservation of Electronic Records Project, Sarah Grimm, Electronic Records Archivist, and Andrew Baraniak, Local Government Records Archivist, Wisconsin Historical Society:** Ms. Grimm said the Digitization Guidance is a draft and they are seeking feedback. Mr. Baraniak said that from the local perspective, he is getting a lot of questions on digitization. Ms. Grimm said the documents will help agencies implement Admin 12 and the key to a successful project is the Digital Project Work Plan. She explained that this will be a WHS document that is approved by the PRB. They said the goal is to make sure transferred documents are good quality and to create a good resource, especially for records officers at the local level. They are planning to have the document before the PRB in June and in meantime look for feedback. The Committee will see the final before it goes to the PRB.

7) **Committee Projects:** Ms. Barth discussed the Records Program Classification and said that she assumed it is not used a lot of state agencies because usually employees have many different jobs besides records at state agencies, the pay is low and the series is not broadbanded. Ms. Bluma said that the classification survey was done several years ago because records officers wanted higher salaries.

Mr. Ranger discussed email guidance. He had distributed different drafts of email guidance that never went to the PRB. He felt that providing the statutory language in those versions obscured what employees really need to know. He said it is important to provide what is and what is not a record. He pointed to the North Carolina guidance and said he liked how they set the three different types of records. Ms. Bluma said she would like all agencies to get on the same page for managing email and she described her efforts at email management at DWD. She said she will share her training with the committee. Mr. Ranger said he will keep working on the email guidance.

Ms. Bluma discussed the PIO/Communication General Schedule history and that the schedule was never reviewed by the PRB because of concerns from a PIO saying it was not necessary because the Administrative General Records Schedule covers the records. However, three agencies now have submitted and had approved a schedule for PIO/Communications. She recommended that this should be looked at as an enterprise issue.

Ms. Bluma moved and Ms. Oashgar seconded a motion to have the State Records Center look at consolidating efforts of agencies that have public information schedules into a general schedule. The motion carried unanimously.

Ms. Bluma also discussed a minimum retention policy. She contacted a librarian at the Library of Virginia and asked about Virginia's timely destruction of materials statute. Under the statute, records are required to be scheduled for destruction no longer than the end of the calendar year in which the record should be destroyed. Although the statute has been in existence for 10 years, the level of compliance varies widely. The committee discussed the difficulty they have had in getting employees to manage their email records and delete them in a timely fashion.

8) **Adjourn.** Mr. Ranger moved, seconded by Ms. Bluma, adjournment. Motion carried unanimously.