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MINUTES

Public Records Board
Operations and Training Advisory Committee
Tuesday, March 5, 2019
1 -1:30 p.m.
Department of Administration
4622 University Ave., Madison, WI
Conference Room #5

Teleconference (608) 282-3515

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

1. **Call to Order**—1:00 pm.
2. **Records Management Guidance for Transitioning Employees:** Kathryn Egeland discussed the Records Management Guidance for Transitioning Employees document changes that were suggested by DOA Legal Counsel. The revisions were approved by consensus by the Committee. The document will go to the Public Records Board on March 25, 2019.
3. **Adjourn:** 1:07 pm.

Next meeting is May 7, 2019