



MINUTES

Public Records Board
Operations and Training Advisory Committee
April 24, 2018
10:00 a.m.-12:00 p.m.
Department of Administration
101 E. Wilson Street, Madison – Pecatonica Room

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

Committee Members Excused Absence: Josh Ranger

- 1) **Call to Order:** 10:02 a.m.
- 2) **Approval of November 9th, 2017 Minutes:** Approval was tabled.
Approval of February 6th, 2018, Minutes: Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Kyle Hofstetter. All approved.
- 3) **Training Module Introducing Employees to the Requirements and their Role in Records Management:** Steve Borkowski created, and shared, a storyboard, intended to become a training module. The information used is already approved by the Public Records Board. There is a short assessment at the end of each section/learning objective to be sure viewers are retaining the information. Next steps would be for DOA legal council to view the information, get into Department of Personnel Management training cue to get the information developed into an online class, and then final approval from Public Records Board. BETA testing was suggested.

There were also discussions on WHS website resources, how long paper records are kept after becoming digital, and new employee training.

Future training idea is: What to do with transitioning employee's records when they leave? Kathryn has some information that she includes in her training. The use of social media/Skype.

- 4) **Report from the State Records Center—Jordan Tilleson, Records Management and Mail Transportation Section Chief:** Records center is at about 95% of capacity. New services being explored: scanning paper records and turning into digital records, shredding--witness destroy services and forms in OnBase.
- 5) **Adjourn:** The Committee adjourned at 10:42 a.m.

Next meeting to be July 17, 2018.