



MINUTES

Public Records Board
Operations and Training Advisory Committee
July 17, 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, Brittany Keleher, and Josh Ranger

1) Call to Order: 10:00 a.m.

Approval of November 9th, 2017 Minutes: Minutes were approved as submitted. The motion was made by Sarah Guenther and seconded by Josh Ranger. All approved.

Approval of April 24, 2018, Minutes: Minutes were approved as submitted. The motion was made by Sarah Guenther and seconded by Kyle Hofstetter. All approved.

2) Email Records Guidance: The committee discussed an email guidance document created by State Records Center and Wisconsin Historical Society staff. It was suggested that the 2nd diamond “Have short term or business value?” be switched to “Have long term or business value?”. This would allow a Yes to move it forward on the decision tree and No to go to the right. It was then discussed that “Have long term or business value” be changed to “Have long term business value”.

Limitless space in the email server was discussed as concerning.

3) Transitioning Employees Records Guidance: A document was discussed that would guide transitioning employees. This document has been updated in light of the governor’s executive order for HR employees to be sure a document is available for transitioning employees. There was a discussion about “printed emails”. It was suggested that agencies may want to look into saving the emails offline to the LAN. ETF is exploring a “zero” saved email system where all emails, except those with confidential information, are put in a general location for all employees to use.

4) Basic Records Management Training Module: Steve Borkowski shared the Introduction to Records Management for State Employees training module he created along with the help of Dave Hippler. The content was taken from the PowerPoint on the Public Records Board (PRB) site. A voiceover will be done once all approval is received. This would be part of the STAR ELM system once finished.

The intention of the module is to act as an orientation for new employees. Options are being investigated to make this customizable for non-state agencies. The next step in the process is to

have DOA legal council look at the document and then to see if the PRB board is interested in making the module PRB approved training.

Be sure to send in future discussion or project ideas to Lisa Popke or Linda Barth.

5) Adjourn: Josh Ranger made the motion to adjourn at 10:39 a.m, Kyle Hofstetter seconded the motion.

Next meeting to be October 9, 2018.