



MINUTES

Public Records Board
Operations and Training Advisory Committee
July 18, 2017
10:00 a.m.-12:00 p.m.
Department of Administration
101 E. Wilson Street, Madison – St. Croix Conference Room

Committee Members Present: Sandra Broady-Rudd, Andrew Baraniak, Linda Barth, Dawn Bluma, Sarah Guenther, and Joshua Ranger.

Committee Member: Excused: Dawn Oashgar

- 1) **Call to Order:** 9:58 a.m. Chair Broady-Rudd called the meeting to order.
- 2) **Approval of April 24, 2017 Minutes:** Ms. Guenther moved, seconded by Mr. Baraniak, that the minutes of the April 24, 2017 be approved. The motion was approved.

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

- 3) **Retirement Announcement:** Sandra Broady-Rudd announced her semi-retirement at the end of the year. She will be resigning from the Public Records Board and as Chair of the Operations and Training Advisory Committee at the end of 2017. Dawn Bluma noted that her 1-year term ends in September and a vacancy will be created.
- 4) **Digitization Guidance Update:** Sarah Grimm, Electronic Records Archivist, and Andrew Baraniak, Local Government Records Archivist, Wisconsin Historical Society, discussed updates and changes to the digitization guidance document. State and local government versions have been created. Comments will be accepted for the next couple of weeks.

Sandra Broady-Rudd suggested that they continue their relationship with DET on digitization.

The committee discussed scanning records vs non-records, quality control and the revisions made based on initial feedback received.

DNR will be running five (5) test digitization cases this fall using the current document. Ms. Grimm is hoping to send the document to the Public Records Board in August. The approved document will be distributed by being posted on the Wisconsin Historical Society Web site and SharePoint sites.

- 5) **Email Records Management Guidance:** Dawn Bluma and Josh Ranger developed an outline for an email records management guidance document. There was an in-depth discussion of each section by the committee.
- 6) **Adjourn:** The Committee adjourned at 11:42 a.m.