



MINUTES

Public Records Board
Operations and Training Advisory Committee
Tuesday, July 23, 2019
10:00 am to 12:00 Noon
Department of Administration
Pecatonica Conference Room #132
101 East Wilson Street
Madison, WI

Teleconference (608) 282-3515

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

- 1. Call to Order**—10:00am. Andrew Baraniak and Sarah Guenther noted that their membership terms are complete at the end of this year and neither will be seeking another term.
- 2. Approval of the May 7, 2019, Minutes:** Minutes were approved as submitted. The motion was made by Sarah Guenther and seconded by Brittany Keleher. All approved.
- 3. Local Unit Communication and**
- 4. Wisconsin Historical Society (WHS) Presentations for Local Units:** Andrew Baraniak discussed agenda items 3 and 4 together as there is significant overlap. He discussed strategies for improving outreach and communication with local units of government and gave an overview of the presentations and training the WHS provides to local units of government.

Andrew explained what WHS has done about improving outreach, discussing the one-day workshops that they have held for local governments in the northern counties, what they have learned and ideas for the future. The workshops focused on public records requests, records law, retention of records, what to do when a record is out of retention and training on electronic records. Two workshops have been held already and 4 more may be scheduled thru 2020.

Andrew has found that there are a lot of new people joining government positions who need to learn how to maintain records. The feedback on the workshops has been positive. Andrew would like to see online training or adding a FAQ page on the Public Records Board website on the Counties & Municipalities page. Kathryn Egeland and Andrew discussed feedback they have both received on the website page. The Committee asked if they would do a presentation at the October 8, 2019 meeting on feedback and suggested changes to the Counties and Municipalities page.

- 5. Future Projects:** The Committee discussed future topics and projects they would like to work on. Kyle would like to see more automation for records management using creation-based retentions. Brittany noted that Insurance Commissioner's office is looking at using OnBase for the financial section. Sarah Guenther said that they are looking at Block Chain for electronic records. Abbi Swanton would like to see a searchable document of all general records schedules for those that do not have access to Versatile.
- 6. Adjourn:** The motion was made by Andrew Baraniak at 11:00 a.m. to adjourn and seconded by Brittany Keleher. All approved.

Next Meeting is October 8, 2019