



AGENDA
Public Records Board
Operations and Training Advisory Committee
Tuesday, February 19, 2019
10:00 to 12:00 Noon
Department of Administration
Pecatonica Conference Room #132
101 East Wilson Street
Madison, WI

1. Call to Order—Linda Barth, Executive Secretary
2. Approval of the October 9, 2018, meeting minutes.
3. Social Media Best Practices—Kathryn Egeland, Program & Policy Analyst – Advanced, will discuss the Social Media Best Practices document.
4. Supervisor’s Knowledge Transfer Checklist— Kathryn Egeland, Program & Policy Analyst – Advanced, will discuss the Supervisor’s Knowledge Transfer Checklist document.
5. Records Management Guidance for Transitioning Employees— Kathryn Egeland, Program & Policy Analyst – Advanced, will discuss the Records Management Guidance For Transitioning Employees document.
6. SRC Business Operations Improvement Project—Jordan Tilleson, State Records and Mail Transportation Section Chief, will provide an update on the SRC Business Operations Improvement Project.
7. Roundtable discussion on future OTAC projects.
8. Adjourn