



AGENDA
Public Records Board
Operations and Training Advisory Committee
Tuesday, May 7, 2019
10:00 to 12:00 Noon
Department of Administration
Pecatonica Conference Room #132
101 East Wilson Street
Madison, WI

1. Call to Order—Jordan Tilleson, Section Chief, Records Management and Mail Transportation
2. Approval of the February 19, 2019 and March 5, 2019, meeting minutes.
3. Electronic Records Management Guidance on Chapter Adm 12— Jordan Tilleson, will discuss the Electronic Records Management Guidance on Chapter Adm 12 document.
4. Versatile Changes— Bill LaMay – Records/Forms Management Specialist-Advanced, will discuss possible changes with improvement to processes involving Versatile.
5. Public Records Board Website— Kathryn Egeland, Program & Policy Analyst – Advanced, will overview the updated Board website.
6. Roundtable discussion on future OTAC projects.
7. Adjourn