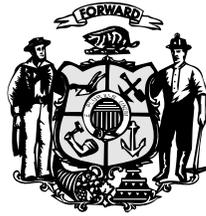


STATE OF WISCONSIN
PUBLIC RECORDS BOARD

SCOTT WALKER
GOVERNOR

MATT BLESSING
BOARD CHAIR

LINDA BARTH
EXECUTIVE SECRETARY



4622 University Ave., 10A
Madison, WI 53705

Telephone
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AGENDA
Public Records Board
Operations and Training Advisory Committee
February 6, 2018
10:00 to 12:00 Noon
Department of Administration
Pecatonica Conference Room
101 East Wilson Street
Madison, WI

1. Call to Order—Linda Barth, Executive Secretary
2. Approval of the November 9, 2017 meeting minutes
3. Introduction of new Committee members, Kyle Hofstetter, Employee Trust Funds Records Officer and Brittany Keleher, Office of the Commissioner of Insurance Records Officer.
4. Discussion on records management training needs—including audience, priorities, timelines and topics—to provide a better understanding of the resources and support needed—Dave Hippler, DOA Enterprise Training Coordinator
5. State Records Center onboarding plans for new records officers—Jordan Tilleson, Records Center and Mail Transportation Section Chief and Diane Griffin, Enterprise Records Officer
6. Records officer self-assessment tool—Diane Griffin, Enterprise Records Officer
7. Adjourn