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**AGENDA**  
**Public Records Board**  
**Operations and Training Advisory Committee**  
**Tuesday, July 17, 2018**  
**10:00 a.m. to 12:00 Noon**  
**Pecatonica Conference Room #132**  
**Department of Administration**  
**101 East Wilson Street**  
**Madison, WI**

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1. Call to Order—Secretary Barth
2. Approval of the November 9, 2018 meeting minutes and the April 24, 2018 meeting minutes.
3. Email Records Guidance—The Committee will discuss an email guidance document.
4. Transitioning Employee Records Guidance—The Committee will discuss a transitioning employee records guidance document.
5. Basic Records Management Training Module— Dave Hippler, DOA Enterprise Training Coordinator and Stephen Borkowski, DOA Enterprise Records Officer will present the training module for Committee feedback.
6. Adjourn