



---

**AGENDA**  
**Public Records Board**  
**Operations and Training Advisory Committee**  
**Tuesday, October 9, 2018**  
**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 July 17, 2018, meeting minutes
3. Email Records Guidance—The committee will discuss feedback provided by the Public Records Board (PRB) at their August 27, 2018, meeting.
4. Social Media Best Practices—The committee will discuss a social media best practices document.
5. Basic Records Management Training Module—Diane Griffin, DOA Enterprise Records Officer, will provide an update on the training module since receiving PRB approval on the August 27, 2018, meeting.
6. State Records Center Survey and Focus group--Diane Griffin will give a brief summary of the survey and upcoming focus group.
7. Roundtable discussion on future OTAC projects.
8. Adjourn