



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, October 11, 2022 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Jodi Gorski, and Julie Laundrie

Committee Members Not Present: Rebecca Robbennolt

- 1. Call to Order:** 10:00 AM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of July 19, 2022, Minutes:** Minutes were approved as amended. The motion was made by Julie Laundrie and seconded by Jodi Gorski. All approved.
- 3. Records Management Section Chief Update:** Tom Bowers provided the update on behalf of Bill LaMay. He overviewed important dates for the upcoming 2023 Annual Disposition cycle the State Records Center is preparing for. There are over 20,000 boxes eligible for disposition during this cycle.
- 4. Records Officer Survey:** The Committee reviewed the draft survey which was sent prior to the meeting. They discussed and revised the question order, which questions should be required and added questions to gather the type of entity respondents represented. The Committee decided to have the survey sent out by October 21, 2022, with two weeks to complete. Both Kathryn Egeland and Andrew Baraniak will send the survey to all of their records management contacts in State and local units of government. Andrew Baraniak moved, seconded by Tom Bowers, to approve the revised survey and distribution timeline. The motion was approved.
- 5. Adjourn:** The meeting adjourned at 10:48 AM. The motion was made by Julie Laundrie and seconded by Andrew Baraniak. All approved.