



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, October 8, 2024 – 1:00 pm
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Jodi Gorski, Julie Laundrie, and Jennifer Micklos
Committee Member Excused: Rebecca Robbenolt

- 1. Call to Order:** 1:01 PM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of February 6, 2024, Minutes:** Minutes were approved as submitted. The motion was made by Julie Laundrie and seconded by Jennifer Micklos. All approved.
- 3. Records Management Section Chief Update:** Bill LaMay noted that there are two renewal workgroups in progress for General Records Schedules (GRSs), Information Technology and Fleet & Aircraft. The Fleet GRS is currently being reviewed by stakeholders and will be the first GRS to follow the Board's updated review process. It should be on the Board's November agenda for initial review of the draft. Information Technology GRS workgroup is finishing their review and revision process. The State Records Center has moved its secondary location to a new facility.
- 4. Law Enforcement GRS:** Julie thanked everyone for their work drafting their respective categories. The committee began reviewing each proposed RDA. They reviewed the General section and will continue from there at the first quarter 2025 meeting. Kathryn will update the draft and distribute it to the committee. Prior to their next meeting committee members will continue to review the draft for duplicative RDAs in different categories, areas where RDAs could be combined and adding/updating confidential citations.
- 5. Adjourn:** The meeting adjourned at 2:53 PM. The motion was made by Julie Laundrie and seconded by Jodi Gorski. All approved.