



MINUTES - APPROVED

Public Records Board - Operations and Training Advisory Committee

Tuesday, February 11, 2025 – 1:00 pm
Virtual Meeting via Teams

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

Committee Member: Jennifer Micklos

1. **Call to Order:** 1:00 PM. Julie Laundrie, Committee Chair, called the meeting to order.
2. **Approval of October 8, 2024, Minutes:** Minutes were approved as submitted. The motion was made by Julie Laundrie and seconded by Jodi Gorski. All approved.
3. **Records Management Section Chief Update:** Bill LaMay noted that there are two General Records Schedules (GRSs) in progress, Information Technology and Fleet & Aircraft. The Fleet GRS had an initial review at the November 18, 2024, Board meeting. It is the first GRS to follow the Board's updated review process. It was submitted for final review and approval this quarter. Information Technology GRS is going through stakeholder review now. It is anticipated that it will be submitted for initial review at the June 16, 2025, Board meeting. Records Management classes will be available for registration in Cornerstone soon. SRC disposition approvals have all been received and the inventory has started to be pulled.
4. **Law Enforcement GRS:** The committee continued reviewing each proposed RDA. 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. In the future Julie will discuss what they think is best moving forward with the Sheriff section of the County GRS with the Board as it will be redundant of the new Law Enforcement GRS.
5. **Adjourn:** The meeting adjourned at 2:47 PM. The motion was made by Julie Laundrie and seconded by Rebecca Robbennolt. All approved.