



## MINUTES

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### Public Records Board - Operations and Training Advisory Committee

Tuesday, February 6, 2024 – 10:00 am  
Virtual Meeting via Teams

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

- 1. Call to Order:** 10:01 AM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of October 10, 2023, Minutes:** Minutes were approved as submitted. The motion was made by Julie Laundrie and seconded by Rebecca Robbennolt. All approved.
- 3. Comments from the Chair:** Julie discussed the anticipated process and timeline for the Law Enforcement GRS. She anticipates that this will be a lengthy process and the earliest there may be a draft for the Board to review is fourth quarter. Also, Julie has a new position and discussed changing the meeting time for the committee to 1 PM on the days already on the calendar, which matches all other Board meetings. Following a brief discussion, Julie moved, seconded by Tom Bowers, that the meeting time be changed to 1 PM. All approved.
- 4. Records Management Section Chief Update:** Bill LaMay noted that sunset RDAs are down to 9 percent due to Records Officers and records management staff efforts. Everyone has put in significant work to continue to keep sunset RDAs down. Records and Information Management Month (RIM Month) is coming up in April. Many records managers are planning events and communications to increase records management awareness during RIM Month. The State Records Center will have a busy spring as the previously discussed facility move will be happening.
- 5. Law Enforcement GRS:** Julie asked Kathryn Egeland to provide an overview of the Law Enforcement GRS history and discuss the current GRS workgroup process. Julie then reviewed the examples which were distributed prior to the meeting. She led a discussion to start identifying potential broad categories for the GRS. Committee members asked Kathryn to assist in reviewing the examples and putting together a list of common categories across all the examples as this discussion was not complete when the meeting ended. The next step, once broad categories are identified, will be for committee members to break into sub-groups and work on specific categories.
- 6. Adjourn:** Julie left at 10:57 am. The meeting adjourned at 11:00 AM. The motion was made by Tom Bowers and seconded by Jennifer Micklos. All approved.