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## MINUTES

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

Tuesday, April 30, 2024 – 1:00 pm  
Virtual Meeting via Teams

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

Committee Member Excused: Andrew Baraniak

- 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 Fellet & Aircraft. Both groups are in the early stages of reviewing the current GRSs.
- 4. Law Enforcement GRS:** The committee discussed and identified broad categories for the GRS: General, Citations, Investigations, Training Specific to Law Enforcement, Promotional Process, Patrol / Traffic Records, Detention / Jail Records, and Juvenile. These were initial thoughts but may be changed as the GRS evolves. The committee decided to break into smaller, 2-person groups to work on drafting specific categories. Kathryn will send the groups the GRS template so they can add RDAs for their categories to the template. Each group will touch base with Kathryn with the status of their draft by June 28, 2024. Once each group has a draft for their categories, Kathryn will collate all of them into a single document.
- 5. Adjourn:** The meeting adjourned at 2:06 PM. The motion was made by Julie Laundrie and seconded by Tom Bowers. All approved.