



Minutes – APPROVED

Public Records Board - Operations and Training Advisory Committee

Tuesday, May 11, 2021 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Jodi Gorski, Julie Landrie, and Terri Wilhelm

Committee Members Not Present: Rebecca Robbennolt

- 1. Call to Order:** 10:01 AM. Julie Landrie, Committee Chair, called the meeting to order.
- 2. Approval of February 16, 2021 Minutes:** Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Julie Landrie. All approved.
- 3. Records Management Section Chief Update:** Bill LaMay noted that the State Records Center (SRC) is preparing for the Mid-Year Disposition. The Enterprise Records Officer, Sara Baudhuin-Hess continues to work on several records management topics. Many of her current projects focus on electronic records management. The Statewide Records Management Analyst, Kathryn Egeland, is continuing to focus on records management training and resource awareness. The SRC is still closed to the public, but both the SRC and Mail Transportation staff continue to report in and providing services to State agencies.
- 4. Committee History Review:** Kathryn Egeland, Statewide Records Management Analyst, reviewed the history of the Committee and the projects which have been completed since their inception in 2016. The Committee created new best practice documents and revised all of the current Board training pieces. She noted that the Committee's work is directed by the Policy and Governance Committee. The Committee has completed all of the projects that they were initially asked to do. Also, Andrew Baraniak and Kathryn overviewed the current trainings they provide to State agencies and local units of government and noted that their classes all are held virtually now.
- 5. Roundtable:** Julie opened a discussion of potential project ideas which could be discussed with the Policy and Governance Committee as next steps. There was continued discussion of training opportunities and possibly linking the WHS and SRC training pages from the PRB website for increased visibility. A survey regarding records management topics was brought up. Bill LaMay discussed the recent survey the Electronic Records Workgroup completed and the results. The Committee offered support and collaboration as the workgroup moves forward with their projects. Another idea discussed was projects directed at efficient management of records so they can be provided as requested with greater ease. The Committee members were asked to email Kathryn with any further ideas.
- 6. Adjourn:** The meeting was adjourned at 10:50 AM.