



Minutes - Public Records Board - Records Management Committee Meeting
Tuesday, February 10, 2015; 1:00 - 4:00 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Helmut Knies, Bryan Naab

- 1) **Call to order:** 1:31 PM
- 2) **Approval of Minutes:** The minutes from October 15, 2014 were approved as submitted. Helmut Knies/Bryan Naab.
- 3) **RDA Review:** There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.
- 4) **GS Updates:** Georgia Thompson informed the committee of upcoming revisions to the Administrative and Payroll General Record Schedules (GRS) which should be submitted in the second or third quarter review cycle this year. Included in the expected revisions are four GRSs that sunset in 2016: Forms Management, Library Operations, Mail & Messenger Services, and Records Management. Additionally, there is work being done within the Record Officer Council to draft retention schedules for Public Information/Communications Officers and to update the current COOP/Continuity of Government retention schedules. Georgia and Helmut are addressing comments Mary Burke provided on the draft Legal GRS. An updated draft will be sent to the original workgroup and then vetted through all applicable councils and committees before submission to the RMC for the third quarter review cycle.
- 5) **Other Business:** Georgia noted that the Record Officer Council training committee is moving forward with a record coordinator training manual. She and Kathryn Egeland are drafting a record officer training manual. This training manual will coordinate with the upcoming Basic Records Management (RM) and Versatile training sessions the State Records Center (SRC) has scheduled in 2015. There will be two full-day sessions for new and newer record officers that include both Basic RM and Versatile training and 3 half-day sessions for all record officers on Versatile. The SRC training sessions are intended as train-the-trainer classes for record officers.

Meeting adjourned at 2:18 PM.
Next meeting: April 28, 2015.