



---

## MINUTES

---

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

Tuesday, October 10, 2023 – 10:00 am  
Virtual Meeting via Teams

---

Committee Members Present: Tom Bowers, Jodi Gorski, Julie Landrie, Jennifer Micklos, and Rebecca Robbennolt

Committee Members Excused: Andrew Baraniak

- 1. Call to Order:** 10:01 AM. Julie Landrie, Committee Chair, called the meeting to order.
- 2. Approval of May 2, 2023, Minutes:** Minutes were approved as submitted. The motion was made by Julie Landrie and seconded by Jennifer Micklos. All approved.
- 3. Records Management Section Chief Update:** Bill LaMay noted that all inventory which was authorized for disposition in the Mid-Year cycle has been pulled. He reviewed the important dates related to the upcoming Annual disposition cycle.
- 4. Project and Directives Update:** Julie reviewed the Committee's directives from the Policy and Governance Committee: draft a Law Enforcement General Records Schedule and update the existing Web Records Guidance document. Julie asked Kathryn to give an overview of the current GRS review and renewal process. The committee discussed the process and how they should proceed with the development of the GRS. Kathryn will provide the committee with examples of recent law enforcement RDA submissions which have been approved by the Public Records Board. Due to the extensiveness of this process, the committee decided to work on the GRS first and then the web records document.
- 5. Adjourn:** The meeting adjourned at 10:28 AM. The motion was made by Julie Landrie and seconded by Rebecca Robbennolt. All approved.