



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, October 19, 2021 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Jodi Gorski and Julie Laundrie

Committee Members Excused: Terri Wilhelm

Committee Members Not Present: Rebecca Robbennolt

- 1. Call to Order:** 10:03 AM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of May 11, 2021, Minutes:** Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Julie Laundrie. All approved.
- 3. Records Management Section Chief Update:** Kathryn Egeland provided the update on behalf of Bill LaMay. She noted that the State Records Center (SRC) is preparing for the Mid-Year Disposition. She is continuing to focus on records management training and resource awareness. Kathryn provided an update on General Records Schedules which have recently been renewed or are in progress of having renewal work done. 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. Project and Directives Update:** Julie discussed the projects which were approved by the Policy and Governance Committee: enhanced training, better web availability, surveying Records Officers to find areas of need, collaborate with Electronic Records Workgroup, efficiencies and transparencies for ease of records requests and working on FAC00082. The Committee discussed the directives and agreed that the priority project is working on FAC00082 and then developing a survey to send to Records Officers to see what their biggest challenges are and what they need more information on.
- 5. Facilities GRS, FAC00082:** Kathryn provided an overview of the history of the FAC00082 RDA. Currently, it is on the second Board approved extension. There was an in-depth discussion by Committee members on the timeline for action, defining or clarifying the current RDA language and retention, and what is being done currently with monitoring and surveillance records. Julie discussed research she did prior to the meeting. Most of the people she talked to were using FAC00082 for management of their records and the typical opinion is that a continuous loop is not considered a recording. Following the discussion, the Committee decided to create a survey and send it to agencies and local units of government. They began drafting questions but wanted everyone to have a chance to think about them. The consensus was to hold a special meeting in November to finalize the survey questions so responses can be received prior to the first OTAC meeting in 2022. Draft questions should be sent to Kathryn by October 29, 2021.
- 6. Adjourn:** The meeting was adjourned at 11:01 AM.