



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, February 7, 2023 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Julie Landrie, Jennifer Micklos and Rebecca Robbennolt

Committee Members Excused: Jodi Gorski

- 1. Call to Order:** 10:01 AM. Julie Landrie, Committee Chair, called the meeting to order.
- 2. Approval of October 11, 2022, Minutes:** Minutes were approved as submitted. The motion was made by Julie Landrie and seconded by Andrew Baraniak. All approved.
- 3. Records Management Section Chief Update:** Tom Bowers provided the update on behalf of Bill LaMay. There were approximately 11,200 boxes released for disposition during the Annual Disposition cycle. Records Management class sessions for 2023 are now available for registration. Classes are open to all state, UW, and local unit employees.
- 4. Records Officer Survey:** The committee reviewed and discussed the 36 responses to the records management survey which were received. Respondents included state agency, UW and local unit records managers. From the responses received, it seems like records managers need 1) assistance finding information that already exists and 2) a better understanding of records management stakeholders. The committee decided that a resource document should be their next project. Andrew Baraniak and Kathryn Egeland will collaborate to create a draft resource document for the committee review next quarter. Julie Landrie will pull together selected survey responses to present to the Board at their March 20, 2023, meeting. Committee members should bring additional ideas to the second quarter committee meeting.
- 5. Adjourn:** The meeting adjourned at 10:58 AM. The motion was made by Julie Landrie and seconded by Andrew Baraniak. All approved.