



## MINUTES

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

Tuesday, February 8, 2022 – 10:00 am  
Virtual Meeting via Teams

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

- 1. Call to Order:** 10:01 AM. Julie Landrie, Committee Chair, called the meeting to order.
- 2. Approval of October 19 and November 15, 2021, 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:** Bill LaMay notes that the State Records Center (SRC) is finishing the 2022 Annual disposition cycle. 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 focused on new Records Officer training and is leading the Budget GRS workgroup. The SRC is still closed to the public, but both the SRC and Mail Transportation staff continue to report in and provide services to State agencies.
- 4. Facilities GRS, FAC00082:** Julie reviewed the survey responses received and provided her thoughts and take-aways from them. There were 35 respondents from state agencies and local units of government. There was Committee discussion on the responses and if, or how, they might affect a proposed draft of FAC00082. Following the survey response discussion, the Committee reviewed the current and November 2019 proposed RDA language. They sought additional input from Records Officers present as well. The Committee decided to recommend that two RDAs, FAC00082 and FAC0082A be proposed. FAC00082 will be specific to records where there is an incident and continue with a 120-day retention. FAC0082A will be specific to records without an incident and have a 3-day retention. The Committee feels this is a practical and transparent step forward in the revision process.  
  
Julie Landrie made a motion, seconded by Andrew Baraniak, that the proposed drafts of FAC00082 and FAC0082A be forwarded to the Board at their March 21, 2022, meeting for review and discussion. The motion was approved.
- 5. Adjourn:** The meeting adjourned at 11:14 AM. Motion made by Julie Landrie, seconded by Rebecca Robbennolt. The motion was approved.