



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, May 2, 2023 – 10:00 am
Virtual Meeting via Teams

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

Committee Members Excused: Rebecca Robbennolt

- 1. Call to Order:** 10:02 AM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of February 7, 2023, Minutes:** Minutes were approved as submitted. The motion was made by Julie Laundrie and seconded by Andrew Baraniak. All approved.
- 3. Records Management Section Chief Update:** Bill LaMay overviewed records management team activities that happened during April, Records and Information Management Month. This included weekly emails and lunch 'n learn sessions highlighting records management reviews, records resources, training and inventory management. He also reviewed the timeline for the upcoming Mid-Year disposition cycle at the State Records Center.
- 4. Records Management Resource Tool:** Julie reviewed her presentation to the Board at their March meeting on responses to the records management survey. She updated on the progress of the resource tool and noted the committee plans to have a draft to submit at the June Board meeting. The committee then discussed the revised draft of the resource tool. Julie Laundrie made a motion, seconded by Jennifer Micklos, that the draft resource tool be presented to the Board at their June meeting for review and potential approval. All approved.
- 5. Adjourn:** The meeting adjourned at 10:42 AM. The motion was made by Julie Laundrie and seconded by Andrew Baraniak. All approved.