STATE OF WISCONSIN

PUBLIC RECORDS BOARD

SCOTT WALKER

GOVERNOR

MATT BLESSING BOARD CHAIR

LINDA BARTH
EXECUTIVE SECRETARY



4622 University Ave., 10A Madison, WI 53705

Telephone 608 / 267-7693

AGENDA

Public Records Board
Operations and Training Advisory Committee
Tuesday, July 17, 2018
10:00 a.m. to 12:00 Noon
Pecatonica Conference Room #132
Department of Administration
101 East Wilson Street
Madison, WI

- 1. Call to Order—Secretary Barth
- 2. Approval of the November 9, 2018 meeting minutes and the April 24, 2018 meeting minutes.
- 3. Email Records Guidance—The Committee will discuss an email guidance document.
- **4.** Transitioning Employee Records Guidance—The Committee will discuss a transitioning employee records guidance document.
- **5.** Basic Records Management Training Module— Dave Hippler, DOA Enterprise Training Coordinator and Stephen Borkowski, DOA Enterprise Records Officer will present the training module for Committee feedback.
- 6. Adjourn