

WISCONSIN DEPARTMENT OF ADMINISTRATION NOTICE OF PROPOSED GUIDANCE DOCUMENTS

Pursuant to s. 227.112 (1) (a), Wis. Stats., the Wisconsin Department of Administration hereby submits to the Legislative Reference Bureau (LRB) the following proposed guidance documents.

LOCATION OF PROPOSED GUIDANCE

Proposed guidance documents may be reviewed by accessing:

<https://doa.wi.gov/Pages/Guidance-Docs.aspx>

SUBMITTING PUBLIC COMMENTS

Public comments on proposed or adopted guidance documents may be submitted by accessing:

<https://doa.wi.gov/Pages/Guidance-Docs.aspx>

DEADLINE FOR SUBMITTING PUBLIC COMMENTS

The period for public comment for proposed guidance documents shall end no sooner than the 21st day after their publication in the Administrative Register. The publication dates and comment end dates may be found by accessing: <https://doa.wi.gov/Pages/Guidance-Docs.aspx>

PROPOSED GUIDANCE DOCUMENTS

1.	State of Wisconsin Vanpool Policies
2.	General Records Schedule Policy
3.	Electronic Records and Wis. Stat. §§ 16.61(7) and 137.20
4.	RDA Extension Policy
5.	Administrative Rule 12 Primer
6.	Introduction to General Records Schedules
7.	Use of Contractors for Records Management Services
8.	Guidance on the Use of Contractors for Records Management Services – Managing Records in the Cloud
9.	Guidance for Managing Web Records
10.	Social Networking – Letter from the PRB
11.	Managing Social Media Records
12.	Email Management and Retention Best Practices
13.	Transitioning Employee Records
14.	Permanent Retention of Records
15.	Introduction to Records Management for Employees – Informational Sheet
16.	Introduction to Records Management for Supervisors and Managers – Informational Sheet
17.	Introduction to Records Management for Senior Managers – Informational Sheet
18.	Introduction to Records Management for PRB Members – Informational Sheet
19.	Serve Wisconsin Program Director Handbook
20.	Serve Wisconsin Criminal History Check Policy

21.	Records Management Training (State Records Center)
22.	Records Management Training (Inventory Maintenance)
23.	Records Management Training (Records Coordinator)
24.	Records Management Training (Records Management 101)
25.	State Records Center Reference Guide for Records Officers
26.	Public Records Board Decision on Transition Language & Statement of Intent Notification
27.	Introduction to Records Management for State Employees - Power Point
28.	Introduction to Records Management for Supervisors and Managers - Power Point
29.	Introduction to Records Management for PRB Members - Power Point
30.	Woman, Minority, Disabled Veteran-Owned Business Enterprise (WBE/MBE/DVB) Document Checklist