

From: [Starczewski, Leslie](#)
To: [Records Custodians](#)
Subject: Records Custodians - Info
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Good morning,

I hope you're all doing well. The last quarter of 2020 is shaping up to be full of opportunities to practice our resiliency skills. I want to thank Records Custodians for fulfilling what seems like a record number of requests this year. You make a significant impact on the City's efforts to maintain a reputation for transparency and open government. Below is information, updates, and links related to public records requests.

- Records Custodians – please check the list of Records Custodians and let me know if you have changes. The list is located on EmployeeNet under Information Technology / Records Management / [Custodians and Coordinators](#).
- [IT Public Records & Data Requests Policy](#) - amended
 - Process – if email records are requested - email the HelpDesk and include/attach original request.
 - Includes policy to provide email records as PDF's in response to records requests.
 - IT archive retains all emails for 7 years, but emails may be retained in individual mailboxes for a longer period of time based on the content of the email and the retention policy for that content/record type.
- Public Records contact in the City Attorney's Office is Adriana Peguero
 - If you receive a public records request that involves multiple agencies, notify Atty Peguero and the Records Custodians in the other agencies.
- Zoom Recordings
 - Zoom (or other app) recordings are public records and are subject to open records requests. Custodians need to know if their department is recording events/meetings/trainings, the content of the recordings, and where the video is stored.
 - Recordings must comply with the City's retention/disposition policies. Custodians are responsible for ensuring the video is retained and destroyed according to the policies.
 - Depending on the type of recording, authorization may be needed from the City Attorney's Office and IT. See [Recording Virtual Events and Meetings Policy](#).
- Records Custodian Meetings & Resources
 - Clerk's Office – [Public Records](#) – information for the public, including how to submit a request and a [link to agency](#) email addresses where requests can be sent. Please be sure these email addresses are checked daily for requests.
 - Monthly/Quarterly meetings will be set up to facilitate training and communication among custodians.

- Current Resources –
 - Video - [Open Meetings & Public Records](#)
 - City Attorney's Website – [Public Records](#)
 - Animated Video – [Records Management Intro](#)

Feel free to contact me if you have any questions or would like more information about any of the above topics.

Thank you,

Leslie



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