

In this issue

1. Join DNR's inaugural Black History Month celebration on February 11
2. Series of Q & A with Secretary's Office begins with Cathy Stepp
3. Waupaca warden lauded for "faithful, able service"
4. Check for replacements for your DNR colleagues who've retired
5. DNR warden's rescue of ice anglers is safety reminder
6. Call for entries for "Garbage to Gardens: Compost Grows" poster contest
7. DNR happenings and people worthy of note
8. Nominations sought for this year's Virginia Hart Award
9. 2011 Science Services open house scheduled for February 18
10. Wardens help rescue travelers as blizzard roars into southern Wisconsin
11. Tim Asplund receives Special Recognition Award for applying research
12. Links of interest...don't miss them
13. Two special session laws will impact DNR
14. Around the state...DNR employees shine
15. Guidelines offered for handling email as records

[Secretary's Corner](#) | [Weekly News](#) | [News Releases](#) | [Outdoor Report](#)

Join DNR's inaugural Black History Month celebration on February 11

By: Rudy Bentley, Bureau of Human Resources

[Index](#) [Next](#) [Top](#) [Print](#)

"DNR: Reaching Out to the Community" is theme of month-long celebration

DNR's Office of Diversity Affairs invites all to participate in its' first annual Black History Month event on Friday, February 11 at the Southeast Region (SER) headquarters in Milwaukee. Observed annually to recognize the achievements and contributions of African-Americans and their central role in our nation's history, Black History Month is observed in the United States every February.

The theme for the department's first Black History Month is "DNR: Reaching Out to the Community." The Black History Month event in SER will be the first of many events throughout the year sponsored by the DNR Office of Diversity Affairs acknowledging and celebrating the rich diversity of DNR's workforce.

The logo for DNR's 2011 Black History Month.
WDNR Photo

Black History Month grew out of "Negro History Week," the brainchild of noted historian Carter G. Woodson and other prominent African Americans. Since 1976, every U.S. president and Congress officially has designated this month as Black

History Month. Other countries, including Canada and the United Kingdom, also devote a month to celebrating black history, at different times during the year.

This year's Black History Month event will be held on February 11, from 10 a.m. to 2 p.m. in Room 140, at DNR's SER headquarters, 2300 North Martin Luther King Dr. in Milwaukee.

DNR's Black History Month Planning Committee has developed an exciting program, including a performance by students of the Frances Starns Discovery Learning Center School, which the SER partners with in the Adopt-a-School Program. Members of the committee are **Julie Atkisson**, SER; **Rick House**, Bureau of Finance in the central office; **Celeste Hoze**, SER; and **Pamela Kinnie**, SER.)

Among speakers during the day will be Marvin Pratt, current Milwaukee County executive and former acting mayor of Milwaukee; **Gervis Myles**, SER warden; **Meja Maka**, financial assistance specialist in the Bureau of Community Financial Assistance; and **John Hammen**, acting Southeast Region director.

During the course of the day, participants will share and socialize with one another, including a potluck lunch. Among items you're encouraged to share are your favorite foods, as well as works of art, music or literature that reflect the theme of cultural diversity in our communities.

If you have questions about the SER and other Black History Month events at DNR, or have ideas for celebrating your cultural or ethnic background, email me, [Rudy Bentley](#) or call me at (608)267-9481.

Although this Black History Month celebration is department sponsored, you should obtain your supervisor's approval before attending. Supervisors are encouraged to approve their staffs' requests to attend. Because the event is similar to a brown bag lunch, you can attend on work time.

Series of Q & A with Secretary's Office begins with Cathy Stepp

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

This is the first in a series of "Digest" features of questions posed to and answers received from the new members of the Secretary's Office to better acquaint department employees with our top administrators.

In this issue, Secretary Cathy Stepp responds to questions frequently asked of her during the first couple of weeks of her administration. Subsequent issues of the "Digest" will contain Q & A from deputy secretary **Matt Moroney**, executive assistant **"Gundy" Gunderson** and director of the Office of Business Support and Sustainability director **Al Shea**.

DNR Secretary Cathy Stepp
WDNR Photo

Digest: We understand the state is facing some financial problems. When will we know what budget cuts are proposed for DNR? What process will be used to identify cuts and how will decisions be made?

Sec. Stepp: Gov. Walker's Budget Message is set for February 22. We will know more then. Wisconsin state government must deal with a budget deficit estimated at nearly \$137 million in the current fiscal year and \$3.6 billion over the next two fiscal years. Obviously DNR will shoulder some of the burden. All agencies are being asked to closely review their operations to assist in balancing the current state budget and to limit the state's liabilities in future budgets. The good news is the Governor has

given agencies flexibility in how we deal with reductions instead of mandating across the board cuts. And while Gov. Walker has been clear that he wants to reduce spending, he also wants to avoid layoffs. Everything else has to be on the table. But we'll be making decisions with broad staff input and careful consideration of how and when to fill vacancies, which at last check was about 15% of DNR's permanent positions.

For example, as you know, we're assessing Stewardship grants and purchases to maximize the benefits to taxpayers in a time of limited resources. As part of this assessment, DNR will temporarily, at least through the end of this fiscal year, severely curtail its Stewardship spending, with only the highest land options moving forward. Among priorities will be assuring that land we have, such as state parks, remains well maintained and ready for the public to use and enjoy. We'll concentrate on fine-tuning acquisition priorities, land management activities and assessing surplus land for sale or exchange for other, more valuable conservation land. DNR also is asking all of its partners to refrain from making commitments that rely on Stewardship funding. I want to emphasize that Gov. Walker supports Stewardship and wants to see it continued in the future. Matt (Moroney) recently sent a message to staff who directly work with Stewardship telling them that layoffs aren't expected as part of this action. There's plenty to do in the meantime.

Digest: Are there programs where you would consider budget increases?

Sec. Stepp: DNR has critical duties and responsibilities which must be maintained, even in trying budget times. If a program needs more, clearly we will consider internal reallocations to cover, but we won't be getting increased resources.

Digest: You've listed improved customer service as one of your priorities. Permit streamlining is perceived as one way to improve service. Can you provide an example of something laudable that DNR has done in this arena that you'd like to see emulated?

Sec. Stepp: We already have seen successes from a more collaborative approach with the Green Tier program. Green Tier has changed our relationship with some of the businesses we regulate. As partners, we find credible, creative ways to go beyond minimal environmental compliance while enhancing business productivity, cutting costs and strengthening communities. Businesses and charter associations including Roundy's, Kimberly-Clark, Holsum Dairies, Veridian Homes, The Clear Waters Initiative, and many more are already in Green Tier and reaping the benefits. We want to increase the number of participants in this program because it clearly shows a good business climate and environmental quality go hand in hand.

I hope to not only expand the Green Tier program itself, but to look at the possibility of incorporating its basic principles into our overall regulatory framework.

In addition, as most of you know, a few years ago, air permits were backlogged. Al Shea (then Air & Waste administrator) and **Lloyd Eagan** (South Central Region director) worked with staff to share permit reviews across regional lines and to temporarily reallocate staff to bring that backlog up to date. The flexibility and get-it-done attitude that DNR employees displayed is a model for how we can work together to provide excellent customer service while maintaining standards. The Water Division recently worked with Al Shea to emulate this process and to suggest other streamlining efforts that will benefit customers. He'll report on that accomplishment in an upcoming "Digest."

Digest: Briefly describe an outdoor experience that had a positive impact on your life.

Sec. Stepp: I've actually had a few, but here's the one that stands out most. While turkey hunting with my "ace" guide, Tim Andryk, we were quietly waiting in a blind. To my left a young buck approached and stopped to feed about six feet from where we were sitting. He began to snort loudly and stomp his feet. It was quite a sight to behold, and when he suddenly ran off, I thought that it was because he spotted us. It wasn't until Tim poked my arm and pointed to my right that I realized the real reason -- the rough looking coyote who was but two feet away from us! That mix of adrenaline and awe at being immersed in nature helped me appreciate just one of the reasons so many men and women enjoy hunting in Wisconsin every chance they get.

Digest: When you toured the regions, what issues did you hear DNR field employees raise that you want to engage?

Sec. Stepp: In the north, the reduced service center hours came up frequently. I had no idea about the severe cuts the agency had to take in recent months in the frontline workers dealing with the public. A number of people commented that it just didn't feel right to have people pulling on locked doors and seeing people inside they couldn't reach. It's something I want to work on, but I also have to be mindful of the budget situation. We can all be proud of how available the Call Center makes the agency, but the walk-in, face-to-face loss of service concerns me, and I want to do something about it.

I also heard from many people who had ideas about streamlining processes and reviews that would free them up to do work of higher value, like inspections and collaborating with the regulated community. Some of the changes might involve rule or statute changes, and I am willing to engage that. You guys work with this stuff every day. The solutions to working smarter are going to come from you. Call me at (608)267-7556 or email me at [DNR Secretary Wisconsin](#).

Waupaca warden lauded for “faithful, able service”

By: Joanne M. Haas, Bureau of Law Enforcement

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Dremel known for investigative skills, outreach programs

When warden **Ted Dremel**, Waupaca, isn't hip-deep investigating crimes against Wisconsin's natural resources, he's organizing outdoor sports opportunities for kids, the physically challenged and senior war veterans.

These are among the reasons this 11-year veteran of DNR's conservation warden service is the 2010 winner of the Haskell Noyes Conservation Warden Efficiency Award. The award comes in the form of a gold watch presented by the Noyes family.

The annual honor named after the late, prominent Milwaukee businessman Haskell Noyes acknowledges a Wisconsin conservation warden for exemplary public service and natural resource protection.

"The Noyes Family will be pleased to present the Haskell Noyes Efficiency Award to Ted Dremel, a worthy recipient of 'The Watch', later this spring in Waupaca," said Chris Noyes, one of Haskell Noyes' grandsons. "Our family is honored to continue this 80-year tradition in partnership with the DNR."

"Ted has earned the public's trust and respect through his dedication to duty and leadership in his community," DNR chief warden **Randy Stark** said of Dremel, who has been stationed at Waupaca since 2006. "Ted has worked diligently at building a program that balanced enforcement, education and community involvement, while exceeding expectations in many other facets of the warden profession."

Dremel has led investigations in sensitive cases while never forgetting his public relations skills. He also has collaborated with other agencies on investigations. Among the more high-profile cases Dremel has been involved with was the use of snowmobiles to slaughter deer.

Known for his passion for creating outdoor opportunities for others, Dremel has organized and held a Learn to Hunt program annually for disabled hunters at Hartman Creek State Park, in the Waupaca area. He also has organized a hunt on a local deer farm for senior veteran residents of the King Veterans Home in Waupaca. And, this warden often can be found in front of classrooms, business groups, civic and conservation groups, sharing his skills, knowledge and abilities.

"This outreach has proved a great asset for his work as a warden and also for the department as a whole," said Stark.

Footnote: *Joanne Haas is the public affairs manager for the Bureau of Law Enforcement.*

Check for replacements for your DNR colleagues who've retired

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Editor's Note: *This story is in response to a number of requests we've received to list the names of recently-retired DNR employees in the "Digest."*

With a record number of retirements at DNR between October 1, 2010 and January 15, 2011, you may have discovered that a colleague you've worked with has left the department. Your first question: has this person been replaced? Whether there's someone new to work with, the duties have been assigned to another employee or the position remains vacant, you need to find out who you should contact.

Following is a list of recent DNR retirees, their former locations and their programs. If you haven't already learned who is replacing your colleague, call the person's former supervisor or the program's general phone number.

- **Tom Albrecht**, Northeast Region (NER), Forestry
- **Tom Aten**, Bureau of Remediation & Redevelopment
- **Bob Barnum**, NER, Drinking Water & Groundwater
- **Ron Bero**, Bureau of Technology Services
- **Tom Blotz**, Southeast Region (SER), Community Financial Assistance
- **Dan Boardman**, Northern Region (NOR), Waste & Materials Management
- **George Boronow**, NER, Fisheries Management
- **Larry Claggett**, Bureau of Fisheries Management
- **Larry Damman**, NOR, Fisheries Management
- **Dave Daniels**, NOR, Facilities & Lands
- **Ron Eckstein**, NOR, Wildlife Management
- **Mark Eggleston**, NOR, Parks & Recreation
- **Sue Eley**, Bureau of Legal Services
- **Mark Endris**, West Central Region (WCR), Fisheries Management
- **Bob Focht**, NOR, Forestry
- **Dave Goldsworthy**, Bureau of Law Enforcement
- **Rich Hamann**, Bureau of Technology Services
- **Tim Hanson**, WCR, Drinking Water & Groundwater

- **Michael Hawley**, NER, Fisheries Management
- **Terry Hegeman**, NER, Waste & Materials Management
- **Dan Helf**, NER, Water Program Management
- **Charles Horn**, South Central Region (SCR), Law Enforcement
- **Gerald Jarmuz**, SER, Watershed Management
- **Randy Jurewicz**, Bureau of Endangered Resources
- **Ron Kazmierczak**, NER director
- **Dorothy Lamar**, Bureau of Finance
- **Dick Lathrop**, SCR, Science Services
- **Arnie Lindauer**, NER, Parks & Recreation
- **Mike Luedeke**, NOR, Forestry
- **Priscilla Mather**, SCR, Waste & Materials Management
- **Greg Matthews**, SCR, Office of Communication
- **Daniel Mautz**, SCR, Communication & Education
- **Carol McCurry**, Bureau of Drinking Water & Groundwater
- **Alice Miramontes**, SCR, Watershed Management
- **Ed Nelson**, Bureau of Science Services
- **Dick Nelson**, Bureau of Finance
- **Dick Ostrowski**, NER, Parks & Recreation
- **Nancy Payne**, SER, Drinking & Groundwater
- **Paul Peeters**, NER, Fisheries Management
- **Stuart Pfeifer**, NOR, Law Enforcement
- **John Plenke**, SER, Law Enforcement
- **Art Przybyl**, SCR, Finance
- **Jim Rakitnichan**, NOR, Forestry
- **Mike Reif**, NER, Watershed Management
- **Tom Riewe**, Bureau of Drinking & Groundwater
- **Jim Savinski**, NER, Watershed Management
- **Dennis Schenborn**, Bureau of Fisheries Management
- **Bob Schepper**, NOR, Forestry
- **Randy Schott**, WCR, Forestry
- **Connie Schramm**, NER, Finance
- **Larry Sperling**, Bureau of Customer Service & Licensing
- **Janeen Stassi**, Bureau of Facilities & Lands
- **Gordon Stevenson**, Bureau of Watershed Management
- **Jeff Tabat**, NOR, Fisheries Management
- **Mike Talbot**, Bureau of Fisheries Management
- **Richard Thorbjornsen**, NOR, Forestry
- **Gene Tiser**, NER, Parks & Recreation
- **Gregory Treague**, NOR, Forestry
- **Tom Turner**, NER, Office of Communication
- **Sheree Vande Brink**, SCR, Customer Service & Licensing
- **Dave Vetrano**, WCR, Fisheries Management
- **Steve Walker**, Bureau of Technology Services

- **Tom Watkins**, Bureau of Facilities & Lands
- **Sue Watson**, NOR, Watershed Management
- **Tom Weber**, WCR, Wildlife Management
- **Randy Williams**, NER, Forestry
- **Linda Winn**, NOR, Wildlife Management
- **Carla Wright**, Bureau of Cooperative Environmental Assistance
- **Patricia Zatopa**, NOR, Community Financial Assistance

DNR warden's rescue of ice anglers is safety reminder

By: Joanne M. Haas, Office of Communication

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Carbon monoxide is deadly threat in sealed shanties

The recent rescue by a DNR conservation warden and a fishing guide of two ice anglers overcome by carbon monoxide in their heated shanty is a safety reminder to anglers, especially those prepping their temporary shelters for the upcoming sturgeon season in northeast Wisconsin.

DNR conservation warden **Todd Schaller**, chief of recreation enforcement and education, emphasized the importance of anglers remembering to ventilate shanties and tents when heating the temporary shelters with a gas or liquid heater.

"Any flame will eat oxygen, which is why an opening at the top and another at the bottom of a shelter is the best route when using any portable heater," Schaller said. "The successful rescue and ultimate resuscitation of the two anglers found in their ice shanties on Green Bay could easily have been fatalities, had it not been for the timely work of warden **Mike Neal**, Green Bay."

On Saturday, January 22, Neal responded to a 911 call on Green Bay in Door County, where two Illinois fishermen had been found unresponsive in their heated shanty. He immediately began chest compressions on one man, while a local fishing guide, who also is a retired fire chief and trained emergency medical technician, attended to the other man. As soon as each man responded with weak pulses, Neal quickly cleared the back of his truck and drove the men to shore for transport by ambulance to the Sturgeon Bay Hospital.

"It was so cold, and they button those shanties up so tight. They're like a gas chamber," Neal told the "Green Bay Press Gazette" about the 6 p.m. rescue near the Town of Gardner. The anglers had used propane lanterns and possibly a single-burner stove to heat their ice shanty, having taped the two vents shut.

Schaller said this near-death incident serves as a safety wake-up call to all anglers heading to Lake Winnebago and the Upriver Lakes for the 2011 sturgeon spearing season starting this Saturday, February 12.

Read more about safely enjoying ice fishing at DNR's ["Safety First!"](#) webpage.

Footnote: *Joanne M. Haas is a public affairs manager for the Division of Enforcement and Science.*

Call for entries for "Garbage to Gardens: Compost Grows" poster contest

By: Lis Olson, Bureau of Waste and Materials Management

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Help spread the word to high school students

DNR is hosting a new poster contest with the theme of "Garbage to Gardens: Compost Grows" and is seeking entries. The Bureau of Waste and Materials Management will select the winning entry, which it then will feature on the front of an upcoming DNR poster about composting. The department will distribute the poster statewide as an educational resource for schools, businesses, communities and individuals.

Some of the commonly-disposed of food items that could go into making compost for your garden, this year.

WDNR Photo

DNR invites Wisconsin students in grades 9-12 to design a positive environmental poster representing the benefits and concept of composting. Entries must be the artist's original artwork and should depict the theme of the poster contest.

All contest entries are due to the DNR by **March 28, 2011**, and the winning entrant will be announced on April 19. For more information on the contest, or to download an entry form visit the ["Poster design contest rules"](#) website.

Footnote: *Lis Olson is the department's recycling education and outreach coordinator.*

DNR happenings and people worthy of note

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Editor's note: *Everyday, notes pass across my computer or desk. Some are worthy of brief mention. This feature will share job-related events, milestones, rites of passage, etc. that make up our daily lives at DNR. You're welcome to send such notes to me for consideration.*

TOPJobs summer intern program deadline extended

As you'll likely recall, the December 16, 2010 issue of the "Digest" included the story ["Supervisors: TOPjobs will bring interns to DNR next summer"](#) calling for applications to hire students during the summer to perform needed job duties, while getting a taste of work with a state agency that could potentially employ them in the future.

March 1 is the deadline for submitting applications to the state Office of Employment Relations for the upcoming summer.

Email questions about the TOPjobs program to Rudy Bentley

rudy.bentley@wisconsin.gov, or call him at (608)267-9481. Additional information can be found at the Office of Employment Relations' ["TOPjobs—Summer Internships Program"](#) website.

DNR law enforcement partners with local and state agencies in times of need

- On January 27, chief warden **Randy Stark** gave a presentation at the Department of Justice-sponsored training program for approximately 35 newly-appointed chiefs and newly elected sheriffs. The presentation informed new chiefs and sheriffs of the capabilities and assets the warden service and the department can bring to bear as requested in the interest of public safety and in response to emergencies. The overall goal is to continue the working relationships between DNR law enforcement and local law enforcement, statewide.

- DNR deployed 46 law enforcement officers over the course of the storm that hit

southern Wisconsin the week of January 31 to February 4. Wardens partnered with the Wisconsin National Guard and State Patrol, as well as county sheriffs' departments and emergency managers in 10 southeast Wisconsin counties. Wardens patrolled highways in trucks and snowmobiles, locating stranded motorists and providing transportation when other responders' vehicles became incapacitated.

Consider counting owls

Great Horned Owls are beginning their nesting season and the Wisconsin Bird Conservation Initiative (WBCI) soon will be seeking volunteers to run owl surveys in April. For information and results from previous years, including 2010, go to ["Wisconsin Bird Monitoring."](#)

Milwaukee invites DNR to sign sustainability charter

The mayor of Milwaukee and the Office of Sustainability have invited DNR to participate in the charter partnership signing ceremony for the new Milwaukee E3 (economy, energy and environment) initiative to foster sustainable manufacturing. The signing ceremony will be held at 10 a.m. on February 17, at Milwaukee City Hall. The goal of the public-private partnership is to improve the competitiveness of small and medium-sized manufacturers in Milwaukee by promoting the implementation of cost-effective sustainable manufacturing processes that cut costs, improve resource efficiency; and reduce waste, pollution, stormwater runoff and energy use. The consortium consists of academic, nonprofit, municipal, state and federal agency partners.

Ground and air "catch & release" of deer aid population surveys

Ground trappings of deer to determine population were initiated on January 14 across northern and east central Wisconsin. To date, the department has captured a total of 70 deer across both study areas, i.e. 52 on public lands in the northern study area, and 18 on private lands in the east central study area; 35 released with radio collars. February 9 was the anticipated date to begin helicopter capture operations in the east central study area. Tentatively, helicopter captures in northern Wisconsin will start during the week of February 14. The department will make greater use of drop nets and rocket nets in the east central study area in an effort to capture and mark greater numbers of adult male and female deer in the immediate future.

Division of Waste undertakes permitting initiative

South Central Region Water leader **Ken Johnson** is leading a permits initiative in the Division of Water. Actions include looking for ways to consolidate and reduce the number of general permits; implementing fillable permits, electronic review and signatures on the web; and, using Gov.Delivery to reduce notice times. Also, work is in progress on using existing data bases to create a process tracker permittees can view.

Al Shea heads new Office of Business Support and Sustainability

Al Shea, director of the Office of Business Support and Sustainability, is working on developing: a template for agency comment on federal rules; business metrics that will outline standard actions and timelines for responding to permit requests; and a template for commenting on the fiscal impacts of proposed legislation. Watch for questions of and answers from Shea in an upcoming issue of the "Digest."

Upcoming events scheduled at MacKenzie Environmental Education Center

- If you're interested in becoming a certified [National Archery in the Schools Program \(NASP\)](#) instructor, exciting new training will be available later this month. Spend the day on Monday, February 21, at the [MacKenzie Environmental Education Center](#) near Poynette and leave as a certified Basic Archery Instructor (BAI). Learn more about the course and registration in the [BAI flyer](#). Pass it on to others you think

would be interested in becoming an instructor.

- The annual sugarbush education program begins in March and the [MacKenzie Environmental Education Center](#) could use your help as a volunteer trained to conduct student tours, boil the sap, process the maple syrup, and assist with other sugarbush duties. Caution: this experience is “addicting.”

Training sessions are scheduled for February 22, 23 and 24 from 9 a.m. until noon. If you’re interested in helping, call the MacKenzie Environmental Education Center at (608)635-8105 prior to February 22.

Nominations sought for this year’s Virginia Hart Award

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Gov. Scott Walker has called for nominations for the prestigious Virginia Hart Award that recognizes the contributions and achievements of women in Wisconsin state government. The governor urges state workers to nominate women who are making a difference in state government.

DNR’s Gail Mills, database file manager in the Permits Section of the Bureau of Watershed Management, received the [2010 Virginia Hart Award](#). **Terry Evanson**, hydrogeologist in the Bureau of Remediation and Redevelopment, received an [honorable mention](#) as a nominee for last year’s award.

The Office of State Employment Relations (OSER) administers the Virginia Hart Special Recognition Award.

Nominations may be made by anyone, and are accepted through March 30, 2011. Nominees can be in classified or unclassified service, and from any part of the state. Limited-term employees and employees of the Legislature and the University of Wisconsin system aren’t eligible.

The winner of this year’s award, who will also receive \$250, will be honored at the annual Virginia Harts Award Event in Madison in May.

Virginia Hart was Wisconsin’s first woman cabinet secretary. Friends and colleagues established a fund after her retirement in 1983 to annually recognize the contributions of a woman in state government.

To obtain a nomination form, visit the [OSER](#) website. For more information, email Dee Surillo dominga.surillo@oser.state.wi.us or call her at (608)266-9820.

2011 Science Services open house scheduled for February 18

By: Kim Ibrahim, Bureau of Science Services

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

At the Bureau of Science Services 2011 Science Open House on Friday, February 18, you can meet some of DNR’s scientists and learn about their current research work. For example, you’ll have an opportunity to learn about research to:

- monitor lake sturgeon movements and abundance in the Upper St. Croix basin;
- monitor Wisconsin’s bobcat population;
- understand the long-term hydrologic impacts of land use changes;
- examine relationships between historical vegetation and environmental variables;
- balance invasion-isolation trade-offs in river networks; and
- manage northern hardwood forests for old-growth characteristics and forest products.

These are just some of the many research studies you'll find profiled at this biennial Science Open House. Drop into room G09 of GEF 2 at your convenience, between 9 a.m. and 1 p.m. The Bureau of Science Services management team will provide free pizza at 11 a.m.

This event, which will feature more than 40 research projects, will give you a chance to both learn more about how science influences DNR's decision-making, and let us know first hand your thinking about emerging issues and future research priorities.

Much of the work that Science Services' staff does is "behind the scenes." The bureau provides services to DNR's programs by:

- conducting applied research and acquiring original knowledge;
- analyzing new information and emerging technologies;
- synthesizing information for policy and management decisions;
- applying the scientific method to the solution of environmental and natural resource problems;
- providing science-based support services for management programs departmentwide; and
- collaborating with local, state, regional and federal agencies and academic institutions in Wisconsin and around the world.

Abstracts from the poster presentations will be posted on the [Bureau of Science Services](#) Intranet site following the open house.

Footnote: *Kim Ibrahim is a communications specialist for the Bureau of Science Services.*

Wardens help rescue travelers as blizzard roars into southern Wisconsin

By: Joanne M. Haas, Office of Communications

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

More than 40 DNR conservation wardens helped rescue stranded motorists, including other first responders, in 10 southern and southeast Wisconsin counties as a monster storm packing road-choking drifts and whiteout conditions overwhelmed the nation's heartland.

"I'm really proud of our response across southern Wisconsin to one of the toughest winter storms we've seen in a while," DNR chief warden **Randy Stark** said.

DNR warden Steve Sanidas, Milwaukee, (left) watched with the vehicle owner and tow truck operator as the woman's pickup was pulled out of the snow following the storm that walloped southeast Wisconsin with a record-breaking blizzard.

WDNR Photo

DNR wardens worked in concert with the National Guard, Wisconsin State Patrol, county sheriff's departments and county emergency managers to handle storm situations from Tuesday night through Wednesday mid-day.

"Those who responded handled treacherous weather conditions with great competence, displayed an obvious commitment to public service and demonstrated the can-do spirit by working through difficulties of the storm with confidence and a healthy sense of humor," Stark said.

Bureau of Law Enforcement's **David Woodbury**, emergency management officer,

and **Steve Sisbach**, environmental enforcement and emergency management chief, handled warden assignments in the State Emergency Operation Center in Madison during the storm.

“Our wardens patrolled highways in trucks and snowmobiles, locating stranded motorists and provided transport when other responders’ vehicles become incapacitated,” Stark said. “Managing this is a big job, and everyone did a great job. It’s really a huge interdependent team effort”

The storm hit Wisconsin’s southern corner about the time the Law Enforcement Bureau kicked off its annual recertification training at Fort McCoy. Stark said this situation added to the challenge of responding to the storm as fewer personnel were available.

The statewide response followed Gov. Scott Walker’s declaration of emergency Tuesday afternoon. National experts say the storm system affected 30 states as it moved from the Midwest toward the Northeast.

Footnote: *Joanne M. Haas is a public affairs manager for the Division of Enforcement and Science.*

Tim Asplund receives Special Recognition Award for applying research

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

On Wednesday, January 26, water resources management specialist Tim Asplund, Bureau of Watershed Management, became the first recipient of the Bureau of Science Services 2010 Special Recognition Award for Watershed Management. Research scientist **John Lyons** of the Fisheries and Aquatic Sciences Research Section, presented the award at the Watershed Biologists Statewide Meeting at Treehaven, in Rhinelander.

Tim Asplund (left) accepted the first-ever Bureau of Science Services Special Recognition Award for Watershed Management from John Lyons in late January. WDNR Photo

In her solicitation for nominations from research program staff, **Jen Hauxwell**, chief of the Fisheries and Aquatic Sciences Research Section, wrote about the award: “As part of the watershed biologists statewide meeting, we would like to recognize a partner who has worked with us in our mission to advance science-based management of Wisconsin’s aquatic resources. Without the managers to carry our work forward, scientifically-sound resource management and protection would simply not happen.”

In their nomination, some of what research scientists **Alison Mikulyuk** and **Scott Van Egeren** wrote of Asplund:

- Tim coordinates seamlessly between regional lake managers, central office watershed evaluation staff, federal agency partners and the Bureau of Science Services to accomplish lake management goals at many levels from local to national.
- He has helped to translate scientific information into water quality standards and guidance that will ultimately lead to lake management to improve ecological health and recreational suitability.
- He provides critical leadership on the Wisconsin statewide lakes monitoring

technical team and in the Wisconsin Lakes Partnership.

- He is a skilled leader and scientist. His ability to distill the important parts of a scientific message so that it can be most effectively applied to management is truly outstanding.
- He has an excellent work ethic and his deep dedication to the department's mission make him an invaluable partner and deserving of the highest recognition.

"We are so fortunate to have someone so gifted and so highly productive working on behalf of aquatic resources in Wisconsin," concluded Hauxwell.

Links of interest...don't miss them

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Online conservation communication advice

- **Title:** "The Language of Conservation: How to Communicate Effectively to Build Support for Conservation"

Description: Based on surveys and focus groups, this memo offers insights into the best way to communicate with the public about the value of the work you do on their behalf to best manage our natural resources. The very support DNR receives from the public and its partners depends, to a large degree, on the words and images we convey to them.

Link: ["The Language of Conservation: How to Communicate Effectively to Build Support for Conservation"](#)

Environmental performance advice for business

- **Title:** "Stewardship Action Council: Creating a Sustainable World"

Description: Wisconsin businesses will gain access to some of the nation's leading strategists on how to improve their bottom line and their environmental performance through the new, national Stewardship Action Council of businesses, investment experts, academics, nongovernmental organizations and government agencies. DNR is a founding member, and Wisconsin is one of 10 states that will focus on environmental performance action and recognition. **Mark McDermid**, director of the Bureau of Cooperative Environmental Assistance, can provide additional information.

Link: ["Stewardship Action Council: Creating a Sustainable World"](#)

Wildlife management survey on Internet

- **Title:** "Mid-winter Waterfowl Survey Results"

Description: The U.S. Fish and Wildlife Service coordinated survey was conducted by numerous state and federal biologists during the week of January 3-7, 2011, and provides a snapshot of winter waterfowl numbers and distribution around Wisconsin and throughout the flyway. The survey provides important abundance indices for some species not monitored during spring breeding surveys. Because counts can fluctuate based on open water and snow conditions, population numbers should be viewed as trends.

Link: ["Mid-winter Waterfowl Survey Results"](#)

"MyDNR's" most recent offerings

- **Title:** "2010 Wildfire Report"

Description: **Catherine Koele**, wildfire prevention specialist in the Bureau of Forest Protection, annually prepares a PowerPoint report of the "numbers" from the previous year's wildfire seasons, everything many people want to know about the number of

fires, acres burned, causes, etc. Forestry Program staff use this information for meetings with cooperators and the public, and to respond to inquiries from the media.

Link: ["2010 Wildfire Report"](#) (click on scroll bar to view slides)

- **Title:** "Construction of the RV Coregonus"

Description: This Mediasite video depicts the continuing, almost-completed construction of DNR's new fisheries research vessel, the Coregonus. Read more about this project in the October 7, 2010 "MyDNR Digest" and view the previous video at ["Lake Michigan research vessel construction."](#)

Link: ["Construction of the RV Coregonus"](#)

- **Title:** "Lead as a Wildlife Conservation Issue"

Description: The seminar, "Lead as a conservation issue" was presented at the January 25 meeting of the Natural Resources Board. This four hour video provides the facts regarding lead and its potential impacts on Wisconsin wildlife, based on a large body of scientific information. UW-Madison Department of Forest and Wildlife Ecology's Scott Craven is the moderator and several noted experts on the topic contribute to the presentation, including veterinarian and board member Dave Clausen.

Link: ["Lead as a Wildlife Conservation Issue"](#)

Governor's Media Center

- **Title:** "State of the State Address"

Description: Newly-elected Wisconsin Governor Scott Walker makes his first "State of the State Address" on February 1. View the address in its entirety in this streaming video.

Link: ["State of the State Address"](#)

- **Titles:** "What's not in the Budget Part 1: Tax Increases" and "What's not in the Budget Part 2: Segregated Fund Raids"

Description: News releases from Gov. Scott Walker's office highlighting what to expect in his budget policies.

Links: ["What's not in the Budget Part 1: Tax Increases"](#)

["What's not in the Budget Part 2: Segregated Fund Raids"](#)

Local media's online DNR

- **Title:** "Ski club gives Mellen youths chance for some outdoor fun"

Description: Copper Falls State Park is the venue for the second year of cross-country skiing by a group of Mellen school district kids belonging to the "Cooper Falls After School Ski Club." Friends of Copper Falls State Park helped the group get started on an outdoor alternative to video games.

Links: [Page 1: "Ski club gives Mellen youths chance for some outdoor fun"](#)

[Jump page: "PARKS: Prentice Park is 'a great area' the city could enhance"](#)

Two special session laws will impact DNR

By: Paul Heinen, Secretary's Office

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Actions taken by the Wisconsin Legislature during the past couple of weeks will impact DNR. Both houses passed the **Wetlands Exemption Bill, SSB 10**, and Governor Scott Walker signed the legislation into law.

All state agencies will fall under the requirements of **SSB 8, the Rulemaking Changes Bill**, passed by the Assembly and sent onto the Senate for action.

Catch up on the status of these and other DNR-related bills with the ["Bill Tracker."](#)

Footnote: *Paul Heinen is a policy initiative advisor in the Secretary's Office.*

Around the state...DNR employees shine

[Index](#) [Prev](#) [Next](#) [Top](#) [Print](#)

Central office success stories

- Sent to **Liesa (Lehmann)**, Waterway Protection Section chief, Bureau of Watershed Management): I want you to know that the assistance **Heidi Kennedy** (water regulation and zoning specialist, Madison) has provided Adams County during our SPO (Shoreland Protection Ordinance) revision process has been excellent. Knowing you are the Waterway Protection section chief I wanted you to know what a pleasant experience it is to work with Heidi, who is responsive and willing to provide input in a timely fashion.

Heidi has restored good working relations between Adams County Land and Water Conservation Department and WDNR. Thank you and please forward my thanks to the rest of your crew and legal counsel **Will Stites** (water regulation and zoning specialist, Wisconsin Rapids), **Scott Watson** (basin supervisor, Wausau) and **Edwina Kavanaugh** (attorney, Madison) for helping us out! *Chris Murphy, Adams County Conservationist*

Erick Struck recently received the Carroll Norden Scholarship.
WDNR Photo

- Congratulations are in order for **Eric Struck**, research technician in the Fisheries and Aquatic Sciences Research Section of (Bureau of) Science Services. Eric was awarded the Carroll Norden Memorial Scholarship from the Wisconsin Chapter of the American Fisheries Society on February 1 at their annual meeting in Stevens Point. His professional experience and educational background (Earning a B.S. in 2007 from UW-Stevens Point in Natural Resources-Water Resources: Fisheries and Limnology; and just finishing a second B.S. at UW-Green Bay in Environmental Science with minors in Education and Chemistry) have led to outstanding contributions toward fisheries research, management and youth education. **Jen Hauxwell**, *chief of Fish and Habitat Research Section, Bureau of Science Services*

Northeast Region success stories

- **Sara Pearson** (ranger/assistant property manager, Peshtigo River State Forest): I've skied Kirby Hills (Peshtigo River State Forest), for 20 years and I've never seen it in such good condition. Unfortunately after 20 years I now stick to the Riverview and nature trails. Thank you for such great stewardship of this Crivitz treasure. *Sincerely, Mary K Koebut*
- **Bill McNee** (gypsy moth suppression coordinator): Your assistance with the "Here Today, Gone Today – Mechanized Removal and Processing of Urban Trees" in Oak Creek was greatly appreciated. The unique partnership of federal, state and city government personnel working together with a non-profit

corporation and private industry was very effective in making this demonstration project successful. We are in the process of finalizing the video script, with editing to take place in early January. Thank you for your help. I look forward to working with you in the future. *Don Peterson, Executive Director, Sustainable Resources Institute, Inc.*

- Thank you to **Ray Sobiesczyk**, (facilities repair worker) NER Headquarters, for his diligent work at getting the ice off of the sidewalks at the Regional Headquarters last week while under sub zero conditions! Ray always puts forth extra effort to ensure all sidewalks are cleared, ensuring the safety of his fellow employees, and I for one cannot thank him enough. When the wind is howling and drifts are being created, he'll be out clearing away as quickly as he can. January 18, when I arrived to work, the sidewalk to the employee entrance was covered with ice with an extra thick coating near the downspout. When I walked that same area on the 19th, the ice was completely gone thanks to the extra effort Ray took. Thanks, Ray, for taking safety seriously, it doesn't go unnoticed.

Anonymous fellow employee

- Thank you, **Mark Randall**, (wildlife biologist, Oshkosh) for speaking to the UW-Oshkosh Environmental Studies 101 class regarding the functions of Wisconsin DNR Wildlife Management. You are an excellent and motivational speaker. The sharing of your personal experiences captivated the students and brought awareness to many important issues. It is apparent that you motivated several students consider working in wildlife management. *Shannon Davis-Foust*

- **Chris Lilek**, Remediation and Redevelopment hydrogeologist, Sheboygan: Truly, thank you for being on top of this. This saves a lot of time and money chasing after a very minor point. We appreciate your analysis and effort. (Regarding review of a geoprobe investigation along an abandoned sewer line). *Donald P. Gallo, Reinhart, Boerner, VanDeuern Attorneys at Law*

- **Tammie Paoli**, (fisheries biologist, Peshtigo) Thank you for speaking at the Wildlife Statewide. Your information on the possible interactions between cormorants and fish species in the bay was really interesting and brought the Wildlife staff a different view of the issue. It was a good presentation and well delivered. *John Huff, wildlife biologist*

- To Secretary **Cathy Stepp** from Northeast Region Water leader **Beth Olson**: I thought you would enjoy some pleasant news. Due to the good work and relationship building by **Brenda Nordin** (water resources management specialist Aquatic Invasive Species program, Green Bay), DNR received another wonderful "Thank You" from people we serve. Please see the note below from Gene Weyer, President of the Manitowoc County Lakes Association regarding Hartlaub Lake.

"Thanks for the great service. I have been telling people that the DNR is much easier to work with than they think." (*Gene Weyer*)

From **Rob McLennan** (basin supervisor, Oshkosh) to Beth Olson: Brenda does a great job of working with folks on aquatic invasive species planning and control grants. One of the groups she works with specifically thanked her for her great service. I like to pass messages like this up the line.

- To **John Lubbers** (forestry staff supervisor, Green Bay) from **Jane Cummings Carlson**, (forest health coordinator, Fitchburg): I would like to commend **Tracy**

Salisbury (forestry specialist, Green Bay) and **Bill McNee** for their rapid response to setting up the Emerald Ash Borer workshop with Krista Ryall and the **Green Bay-area urban forestry staff** on Friday, January 28. I was so pleased that such a program could be pulled together on short notice. Certainly, Tracy's and Bill's close connections with the urban forestry community made such a workshop possible. I also really appreciate the teamwork between forest health and urban forestry staff. This is a great example of a job well done and a positive approach to a very complex issue!

- Warden **Mike Kitt** (Marinette): On behalf of the School District of Marinette, I want to express my appreciation to you and the Department of Natural Resources for your service and/or contributions to the needs that were generated by the November 29 shooter hostage crisis at Marinette High School. The numerous acts of bravery, service and compassion witnessed over the past three weeks have left lasting imprints on the lives of our students, staff, families and community members at large. After reflecting upon these past three weeks, I must say that I feel honored to work and live among such helpful, caring, and compassionate people among the greater Marinette Community. I am also very proud of our school staff and students who were also instrumental during this crisis and the continuing journey we face throughout the healing process. *With Sincere Thanks, Tim Baneck, superintendent*

- Excerpted from the Regional Management Team's "Honor Roll:" Peninsula State Park naturalist **Kathleen Harris** is known to some children as the Soil Witch, to others as the Winter Queen and to all as a friendly, fun, creative and knowledgeable naturalist. For many years, Kathleen has offered programs to multiple grade levels at Gibraltar Schools on a variety of topics. Several new programs were established this year with the Friends of Gibraltar's Door County History theme and classroom enrichment goals. Thanks to Kathleen's continued efforts, Gibraltar teachers and the Friends of Peninsula State Park, Gibraltar students have the opportunity to explore, understand and appreciate the natural world first hand, right outside their school doors. Gibraltar School says "Thank you Ms. Harris and Peninsula State Park for all the years of excellent learning experiences!"

Northern Region success stories

- Copper Falls receives thanks: Cross-country skiers at Copper Falls had nice things to say about the staff and trails:

I am very grateful for the XC ski trails at Copper Falls. They are well groomed and have a very nice flow. I use them several times a week."

I have been using the cross country ski trails going through the park in Mellen. I absolutely love them. **Ben**, (**Bergey**, property supervisor) the ranger, has done a great job maintaining the trails. The trails are some of the best in the area. Good job Ben and **all the staff at Copper Falls**.

- Compliment for warden **Nick Nice** (Medford): Nick did a great job at snowmobile classes. The kids really enjoyed his presentations. *Peter and Donna Nowak, Snowmobile Class Instructors*

Additional kudos for warden Nice: Nick does an awesome job with the youth of Taylor

County and is appreciated by many, including his supervisor. Keep up the good work!
Casey Krueger, warden supervisor

South Central Region success story

- [A letter of thanks](#) from Columbia County sheriff to conservation warden **David Horzewski**, Poynette, following the recovery of a drowning victim from the Wisconsin River on August 23, 2010.

Southeast Region success stories

- Congratulations to water resources engineer **Peter Wood** (Sturtevant) from The Peter Scherrer Group in a letter to Secretary Cathy Stepp: I am writing today to express our sincere appreciation for the professional and timely manner in which our Notice of Intent was processed for the above referenced project. The project civil engineer, Joe Bronoski with Abacus Architects, worked closely with Peter Wood of the Wisconsin Department of Natural Resources as Joe prepared the submittal. Mr. Wood was supportive in providing direction to develop a comprehensive submittal. Further, Mr. Wood completed the review and issued the Start permit on the same day that the Notice of Intent was hand delivered to his office. His hard work and dedication served the people of Wisconsin by making the start of this project that creates jobs a reality while simultaneously protecting the environmental interests of the State. I have been doing construction business in Wisconsin for 32 years and am impressed by Mr. Wood's dedication and performance. It is consistent with our State mantra moving forward: Wisconsin is Open for Business.

Sec. Cathy Stepp responded: Peter this isn't the first time I've heard good things about you! Your practice of what we're preaching will help set examples to other employees on how we can do things in partnership with the business community. Thank you!

- To fisheries biologist **Travis Motl** (Plymouth) from the Long Lake Fishing Club: Your agency is as good as your people, and I totally enjoyed working with **Crystal Schiefelbein**, (wastewater specialist, Green Bay), Travis Motl and **Bobbi Jo Fischer** (environmental review and analysis specialist, Wautoma). I want to tell you those are three good people that you have on staff. They are willing to discuss and work with us instead of immediately shooting us down as unfortunately has happened in the past. I also realize that they are in positions where negative feedback is higher than positive, so tell your staff that we do appreciate what they do. Travis assisted the Long Lake Fishing Club permitting them to install six fish cribs this year, and six next year. He is also working with the club to get a perched culvert on Hwy 67 that impedes fish passage between Long Lake and a tributary to the lake replaced. Replacing this culvert will help restore a historic walleye spawning and nursery area, and has been a concern of the club for a while.
- I am pleased to share this [letter](#) from Tecumseh Products Company complimenting the outstanding work of the **Southeast Region Remediation and Redevelopment Program Closure Committee** to help return the Tecumseh brownfields property in Grafton to commercial use.

The letter cites the work of Closure Committee coordinator **Jim Delwiche**, a

Remediation and Rehabilitation hydrogeologist at the Waukesha Service Center. In addition, hydrogeologist **John Feeney** (Plymouth Service Center) is the program manager who was responsible for ongoing efforts to make this work and supervisor **Jim Schmidt** (Milwaukee) provided managerial oversight and leadership. **John R. Hammen**, acting Southeast Region director

Secretary Cathy Stepp responded: Wow! I especially love the last paragraph of his letter. Congratulations to the team on what looks to be a common sense approach to helping Wisconsin grow economically without sacrificing environmental standards! Exactly what we're looking for. Nicely done!

- Congratulations to conservation warden **Juan Gomez** from warden supervisor **Jennifer Niemeyer**: Juan, I received a phone call today from an ice fisherman that you had contact with on Camp Lake. The purpose of his call was to say how professional you were and what a wonderful experience he had when you checked his fishing license. He stated you got down on your knee to shake his grandsons hand at eye level and you took the extra time to talk to him and his grandson. He stated you represent the department very well and you made a lasting impression on not only him but his grandson as well. When you walked away from the contact his grandson stated "I want to be a game warden some day." The fisherman could not say enough good things about you. Juan, it is situations such as this we can not put a price tag on! Thank you for your hard work as I know how much you love and live your job. Your contact on this day will go miles! Great Job!!! :

Chief warden **Randy Stark** commented: Excellent job Juan!! This is a great example of what it means to be a good ambassador for the department and the warden service, and the support that comes from it. I really appreciate your continued professionalism. Thanks for your service.

Juan, let me echo the sentiments of warden supervisor Niemeyer. This is OUTSTANDING work and representation of our Agency and the Warden Service! Your actions epitomize those who model themselves after the Game Warden motto. The value of your actions taken in this event is an investment into our future. It will be repaid in dividends of positive involvement in our conservation heritage and positive comment about who we are and how we conduct business. I am exceedingly proud of you. **Tim Lawhern**, administrator, Division of Enforcement and Science Services

From Secretary Cathy Stepp: Thanks for sharing this. It's so important that I'm made aware of all of the GOOD works that the distinguished and principled men and women of DNR do everyday. Thank you Juan for your hard work; to you Jennifer for encouraging and recognizing it.

West Central Region success story

- Cranberry fire control tower operator **Richard Fenske** sent this [letter](#) complimenting Wisconsin Rapids Area forester **Steve Courtney and other members of his staff**. The Cranberry fire tower is located southeast of Babcock, in Juneau County.

- **Chippewa Moraine staff** praised: We received many enthusiastic comments from parents accompanying third and fourth grade student trips to the Chippewa Moraine trails:

As always, the staff was well-prepared, friendly, and very helpful. It's a wonderful

facility, inside and out.

We had a wonderful time. Snowshoeing was wonderful. All the staff there was GREAT! The place is warm, welcoming, very educational. It was the best field trip I have ever been involved with. SUPER place.

We all loved it!! Very informative and helpful staff. Kids have not stopped talking about it.

Brenda (Rederer), your tradition of excellent service continues. Thanks to you and your entire crew! *Best, Scott Humrickhouse, West Central Region director*

Guidelines offered for handling email as records

By: Mary Hunter, Bureau of Technology Services

[Index](#) [Prev](#) [Top](#) [Print](#)

Now that we've gotten through the first month of 2011 and the Packers have made us proud, it's time to tackle your work emails and make a resolution about how you manage them. If you send, receive and file new emails routinely, you can avoid being overrun by messages, not to mention that annoying message "You've exceeded your mailbox limit." When reviewing email, you must decide whether it falls under the legal definition of a record, or if it's a non-record you can just delete.

When an email message is a record that needs to be kept

As a DNR employee, you must keep the message as an email record if:

- You send a business related message to internal or external recipients.
- You've added information to a message and then redistributed it.
- You're the only recipient of an email received from outside the agency, so you can't delete it. **Note:** if you received a message as a copy with other state employees, you most likely can delete it as a duplicate.

Email maintenance is an important responsibility

You should file an email as a record if it:

- gives guidance
- is unique
- issues policy or contributes to policy
- outlines procedures
- shows action
- states decisions
- you're not sure

You can delete email if it:

- confirms appointments
- is an unnecessary duplicate; copies may be kept only for convenience of reference
- is junk mail or spam
- has no documentary or evidentiary value because it doesn't set policy, establish guidelines or procedures, document a transaction or become a receipt. Examples: "Thanks for the project update." "Here are links to the information you asked about in our meeting." "Are you interested in participating in future

meetings?”

- is an outdated meeting notice, personal message or travel reservation
- is a thread or part of a string of emails that is repeated in more recent messages

Remember, as a public employee, your work-related email contains public records. Email that you receive at work is part of your job, and you can't expect that privacy or confidentiality applies. If you're not sure what emails you should keep or how long you should keep them, consult with your [Records Coordinator](#).

A good rule to follow when sending emails while on the job: Don't write it if you don't want to see it in the newspaper tomorrow.

If you have questions about the disposition of an email, write to me, [Mary Hunter](#) or call me at (608)261-0762. You also can visit the department's "[Records Management](#)" website for more information.

Footnote: *Mary Hunter is the DNR's records officer.*

Produced by: Department of Natural Resources, Office of Communication

Legal notices and disclaimers: [Website Legal Information](#)

For More information: Contact [Diane Brinson](#) - Digest Editor, Phone: (608) 266-5215

Document Date: Thursday, February 17, 2011 at 11:56:44 AM