



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

DATE: 2 JUNE 1998

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:					
Chair:	Charlie Arp	✓	State Archivist:	George Parkinson	✓
Members:	Deborah Archie	✓		Elizabeth Nelson	✓
	Charlie Corbato	✓		Donna Oxenrider	✓
	Mary Ellen Forrester	✓		Greg Schneller	✓
	Laurie Gemmill	✓		Jill Tatem	✓
	Julie Klema	✓		Margaret Theibert	✓
	Betsey Lane	✓		Judy Walker	✓
	David Larson	✓		Daryl Weir	✓
	Andrea Lentz	✓		Jane Wildermuth	✓
	Jim Mendel	✓		Melissa Winesburg	✓
	Jan Neiger	✓		Becky Wright	✓

I. Welcome, introduction and background (State Archivist George Parkinson and Assistant State Archivist Charlie Arp)

II. Discussion of purpose and overview (Arp)

III. Discussion of electronic records as records.

Consensus: electronic records are records as defined by Ohio law.

IV. Small group discussions. Consensus reached on the following issues:

1. The purpose of the electronic records policy should be (a) to ensure compliance with the law and (b) to support the creation and maintenance of electronic records to ensure integrity, usability and survivability.
2. The policy should be general with specific guidelines that account for classes of information and technologies. It should also encourage or require agencies to file implementation plans by a specific deadline.
3. The Functional Requirements for Evidence in Recordkeeping developed by the University of Pittsburgh: (a) are valid, (b) do have practical application, but only if they are restated in clear, understandable language, and (c) should be promoted as guidelines for system acquisition and development because they represent the attributes of ideal recordkeeping systems

V. Things to do for the 16 June 1998 meeting:

1. Read draft guidelines for electronic mail and optical disks.
2. Make a list of other potential topics for guidelines.
3. Send comments on draft policy to carp@ohiohistory.org by 8 June 1998.

VI. Meeting adjourned