



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 30 JUNE 1998

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:					
Chair:	Charlie Arp	✓			
Members:	Deborah Archie	✓		Jim Orbin	✓
	Rae Cogar	✓		Donna Oxenrider	✓
	Charlie Corbato	✓		Greg Schneller	✓
	Mary Ellen Forrester	✓		Jill Tatem	✓
	Laurie Gemmill			Judy Walker	✓
	Rai Goerler	✓		Daryl Weir	✓
	Betsey Lane	✓		Jane Wildermuth	✓
	Andrea Lentz	✓		Becky Wright	✓
	Jan Neiger	✓			

I. Minutes from 16 June 1998 meeting accepted without comment.

II. Small Group Discussions: discussed draft policy points 6 & 7 discussed definitions of electronic records.

III. General Discussion

It was agreed that a definition/explanation of electronic records should focus on transactional records. Group 3 submitted the following definition of electronic records: "In the electronic environment, records are evidence of communications that document organizational functions and provide accountability." It was decided that further discussion/revision of this definition would take place on the listserv.

All committee members present agreed to the 7 major points of the Electronic Records Policy. The sub-points will be reviewed and discussed via the Electronic Records Committee listserv. Each group of sub-points will be taken in sequence until all points are discussed and consensus is reached. Since all discussion will be via the listserv, everyone is encouraged to voice all concerns. This will begin immediately and will probably last through mid-August.

There are two focus groups for technical issues scheduled for July 16, 1:30-3:30 & July 22, 9:30-11:30. They will be held at the Ohio Historical Center, 3rd Floor, Archives/Library Conference Room. These focus groups will only deal with the 7 major policy points, not the sub-points. An invitation to the focus groups will be announced on the ERC and [Internet Advisory Committee \(IAC\)](#) listservs. They will be open meetings to which anyone is welcome to attend. Everyone is encouraged to invite anyone they wish, particularly persons with technical backgrounds, persons dealing with legacy systems, mainframes, etc. If you are planning to attend, please let Judy Walker know at 297-2585, jwalker@ohiohistory.org.



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By August, all points should be agreed upon and focus groups concluded. The Electronic Records Policy will then be revised if necessary before being submitted to the Inter-Agency Information Management Group (IMG) at their August 19th meeting. Charlie Arp will be hosting a party upon the conclusion of the committee's work.

It was agreed that Guidelines Subcommittees will be formed to deal with specific issues. At this point two subcommittees are forming: Email Guidelines and Imaging Guidelines. All concerns expressed during the ERC meetings and listserv messages will be considered. Other subcommittees will be formed as issues arise. Everyone from the Electronic Records Committee is encouraged to volunteer for committees and to suggest the names of others who would be interested. The subcommittees will have an administrative meeting in person, then meet virtually.

IV. Judy Walker (OHS) presented the Government Information Locator Service (GILS).

It is available for viewing at <http://test.avv.com/gilstest/gils/html>. Although the major system elements are in place, the system is still being designed and has not yet entered Beta Testing. Much of the text has not been edited and the overall design isn't complete.

Some of the GILS applications may be password protected. A general username and password have been established for members of the Committee:

Username: GILS (case sensitive)

Password: GILS (case sensitive)

[Note: This URL is no longer valid.]

If any comments, please contact jwalker@ohiohistory.org or (614)297-2585.

V. Meeting Adjourned.