



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 15 FEBRUARY 2000**

**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS					
<b>Chair:</b>	Charlie Arp	✓			
<b>Members:</b>	Deborah Archie	✓		Andrea Lentz	✓
	Sol Bermann			Jim Mendel	✓
	Galen Bock	✓		Jan Neiger	
	Maggie Buckholtz			Elizabeth Nelson	✓
	Tamar Chute	✓		Donna Oxenrider	✓
	Daisy Crockron			Mark Schmidbauer	✓
	Carol Crofut	✓		Greg Schneller	✓
	Barbara Floyd	✓		Jill Tatem	✓
	Mary Ellen Forrester	✓		Margaret Theibert	✓
	Laurie Gemmill	✓		Judy Walker	✓
	Chuck Hess	✓		Daryl Weir	✓
	Rai Goerler			Richard Whitehouse	✓
	Robert Keyes	✓		Jane Wildermuth	✓
	David Landsbergen	✓		Judith Wise	✓
Betsey Lane	✓		Becky Wright	✓	
David Larson	✓		Tony Yankus	✓	
GUESTS:					
Pete Bates					

## I. Introductions & Membership Issues

Charlie Arp made some general announcements:

Rae Cogar, Jim Orbin, and Melissa Winesburg have taken new positions and no longer serve on the committee.

The ERC welcomed new members: Sol Berman, Galen Bock, Daisy Crockron, Carol Crofut, Barbara Floyd, Chuck Hess, Robert Keyes, Mark Schmidbauer, Richard Whitehouse, Judy Wise, and Tony Yankus. Charlie Arp reviewed the mission of the ERC for new members.

The committee's membership procedures have been finalized and are available on the [membership](#) page. Charlie Arp, Raimund Goerler, and Margaret Theibert presently serve on the Membership Committee.

## II. Electronic Records News

Charlie Arp reported that Gregory Jackson has been appointed the Chief Information Officer (CIO) for the State of Ohio. He is the Assistant Director of DAS; OPP now reports to him.

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Mr. Arp also reported on the [Joint Electronic Records Repository](#) - a project to develop methods and systems for a state electronic storage repository to give Ohio citizens broad, systematic public access to electronic public records and electronic publications.

Judy Walker reported on the GILS application that went live August 1999. Eight agencies are currently using the application; about 60 schedules have been submitted and approved since that time. The Minnesota State Archives is interested in implementing the application in that state and further development is being planned.

Ms. Walker also reported that many of the ERC's guidelines are of interest to local governments. The Local Government Records (LGR) Program advises 5200 local government entities facing electronic records issues. The ERC e-mail guidelines, digital imaging guidelines and General Schedules for Administrative Electronic Records will be revised to reflect local government records procedures and requirements, and then issued as suggested guidelines for local governments.

Margaret Theibert reported on the Digital Signature Legislation - House Bill 488. DAS intends to recommend several changes to substitute HB488. Charlie Arp participated in drafting the recommendations. One DAS-proposed change has to do with strengthening existing electronic records law and providing for greater security by exempting the information relating to the security of electronic commerce from public records.

Laurie Gemmill reported on the ERC website. A new section includes [links](#) to various sites devoted to electronic records related issues. There are links to electronic records policies, projects, digital imaging, electronic mail, Government Information Locator Services (GILS) and to pertinent Ohio laws.

Ms. Gemmill also distributed some website statistics. Over the past year, the main page to the ERC website had over 8100 hits. The digital imaging guidelines received 1686 hits; electronic mail guidelines received 667 hits; the electronic publications report received 136 hits and the general schedules for administrative electronic records received 321 hits.

### III. General Schedules for Administrative Electronic Records

David Larson stated that the proposed additions to the General Schedules have been approved and adopted by the State Records Administrator and now are available as an addendum to the 1998 publication.

### IV. State Library and the Electronic Publications Sub-Committee

Pete Bates discussed the State Library's efforts to revise the Ohio Revised Code 149.11. They are revising the code to be broader, thus enabling them to write administrative rules concerning the number of copies of publications the State Library receives and to include electronic publications. A [draft](#) is up for comment.

Mr. Bates also talked about the efforts of the State Library, State Archives and Ohio Supercomputer Center to work on long-term storage, retrieval and use of electronic



publications. These projects are continuing to address several recommendations in the Electronic Publications Subcommittee Report.

#### V. Draft Digital Imaging Guidelines

The draft [Digital Imaging Guidelines](#) have been posted for comment for nearly six months. Requests for comment were sent to various listservs including the ones for Archives & Archivists, IT Managers, NAGARA Forum, Records Management, and Society of Ohio Archivists. Requests for comment were also sent to: the Civil Rights Commission, Department of Aging, Department of Taxation and Secretary of State. As there were no significant revisions, the guidelines were approved and will be sent to OPP for review and possible implementation.

#### VI. Draft Electronic Mail Guidelines

The draft [Electronic Mail Guidelines](#) have been discussed, section by section, via the ERC listserv. The guidelines have been up for comment informally for the past six months. Now notices will be sent to various listservs requesting comment on the guidelines. There was discussion as to the next step. There is concern about ensuring that the guidelines are implementable before issuance. A volunteer agency or portion of an agency is being sought for a pilot project. It was agreed that some action needs to be taken at the next meeting.

#### VII. Log File Retention Working Group

Daryl Weir submitted the [report](#) from the Log File Retention Working Group, which proposed several changes to the General Schedules for Administrative Electronic Records. These were approved and will be sent to the State Records Administrator for implementation.

The Group also submitted several other recommendations that will be forwarded to OPP for consideration.

#### VIII. File Management Working Group

Laurie Gemmill submitted the [report](#) from the File Management Working Group. The group made several recommendations regarding effective file management. The guidelines are in draft form. The next step is to have an agency conduct a test or pilot project implement these guidelines.

#### IX. New Subcommittees/Working Groups

Dave Larson will chair a working group to review the current DAS Directive concerning Certificates of Disposal.

Margaret Theibert will chair a subcommittee to evaluate electronic records management software in compliance with the [DoD 5015.2 Standard](#). This group will report back at the next ERC meeting.

Within the next year, a subcommittee will be formed to develop a set of questions and criteria to determine whether information systems are trustworthy and reliable. This



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group will begin by reviewing the Minnesota State Archives' [\*"Trustworthy Information Systems Handbook"\*](#)

### **X. Next Meeting**

The next ERC meeting is tentatively scheduled for August 31, 2000. Further meeting information will be announced via the ERC listserv.