



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 5 OCTOBER 2000

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	Charlie Arp	✓			
Members:	Deborah Archie	✓		David Larson	✓
	Sol Bermann	✓		Andrea Lentz	✓
	Galen Bock	✓		Jim Mendel	
	Maggie Buckholtz			Elizabeth Nelson	
	Tamar Chute			Mark Schmidbauer	✓
	Daisy Crockron			Greg Schneller	✓
	Carol Crofut	✓		Martin Susec	✓
	Cynthia Dougherty			Pari Swift	✓
	Barbara Floyd	✓		Jill Tatem	✓
	Mary Ellen Forrester			Judy Walker	✓
	Laurie Gemmill			Daryl Weir	
	Chuck Hess			Richard Whitehouse	
	Rai Goerler	✓		Jane Wildermuth	✓
	Robert Keyes			Judith Wise	✓
	David Landsbergen			Becky Wright	✓
Betsey Lane			Tony Yankus		
GUESTS:					
Yvonne Harris	Rich Hite				

I. Introductions and Membership Issues

Charlie Arp announced that Margaret Theibert has retired from the DAS Office of Policy and Planning (OPP) and will be replaced on the ERC by Cynthia Dougherty. Donna Oxenrider, also from the DAS Office of Policy and Planning, will no longer be serving as a member of the ERC.

Martin Susec is replacing Jan Neiger on the ERC representing the Office of the Attorney General.

As Margaret Theibert was one of the members of the Membership Committee Mr. Arp asked for a volunteer to replace her.

OHIOERC: REFORMATTED 2011
PAGE 1 OF 3



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

II. Reports

Judy Walker discussed the ongoing Joint Electronic Records Repository Initiative (JERRI) project. JERRI is a cooperative effort among the Department of Administrative Services (DAS), the Ohio Supercomputer Center (OSC), the Ohio Historical Society (OHS), and the State Library of Ohio (SLO). Ms. Walker reported that OHS submitted a grant proposal to the National Historic Publications and Records Advisory Board (NHPRC) to fund the bringing together of experts and stakeholders in the project in order to study the technical, archival and legal/policy issues of the semi-custodial repository. Each of the project partners has submitted funding requests for JERRI in their FY 02-03 budgets. In addition, SLO has received \$58,000 in funding to develop tools for the identification, selection and preservation of state web based publications.

Charlie Arp reported that the [Draft Electronic Mail Guidelines](#) were re-worked after the last meeting of the ERC. The Guidelines were posted for comment to a variety of listservs in July 2000. Mr. Arp also mentioned that State Archives is working with the Ohio Department of Insurance and the Ohio Tuition Trust Authority to implement the Guidelines. The Committee voted unanimously to remove the "Draft" from the Electronic Mail Guidelines.

Judy Walker reported on the ongoing work of the [File Management Group](#). The draft File Management Guidelines have been implemented at the Kansas Historical Society. Committee members were given a copy of the draft File Management Guidelines and asked to send comments to Ms. Walker. The File Management Working Group will continue its work based on the comments from the ERC and from the implementation reports from Kansas.

Charlie Arp reported on the work of the [Trustworthy Information Systems \(TIS\) Working Group](#). The TIS is a tool that provides criteria with which to judge the reliability and authenticity of records within information systems. The Working Group has completed eight of twelve sections of the TIS. Mr. Arp noted that members of the [Kansas Electronic Records Committee](#) are participating in this working group so that Kansas can also use the TIS. Mr. Arp thanked Richard Whitehouse for his work researching the legal components of the TIS. When complete, the TIS Handbook will be reviewed by the Office of the Attorney General.

Charlie Arp reported that H.B. 488 has been passed. H.B. 488 requires that DAS, in conjunction with the State Archivist, provide certificates of authenticity for migrated electronic records and provide regulations for electronic records.



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

III. Kansas Electronic Records Management Guidelines

Charlie Arp stated that State Archives has modified the [Kansas Electronic Records Management Guidelines](#) for use in Ohio. Professor Margaret Hedstrom originally created the Guidelines through funding from the NHPRC. The Guidelines explain the role of archives and records management in an electronic environment. The Committee will comment on the [revised Guidelines](#) for two weeks then vote via the listserv to forward the Guidelines to David Larson, State Records Administrator, and to recommend implementation of the Guidelines by the OHS Local Government Records Program.

IV. New Working Groups

Charlie Arp asked for volunteers to examine and recommend [Records Management Applications](#) based on the DoD 5015.2 standard. Charlie Arp, Galen Bock, Mark Schmidbauer, Greg Schneller, and Judy Walker volunteered for the working group. Work will begin in January 2001.

The next meeting of the Ohio ERC will be held in the Spring 2001.

Addendum to Minutes of the 5 October 2000 Ohio ERC Meeting

The members of the Ohio ERC voted via electronic mail during October 2000 on the following:

To adopt the Ohio Electronic Records Guidelines and forward them for consideration to the State Records Administrator (state records) and to the Ohio Historical Society (Local Government Records Program).

Vote:

20	Yes
0	No
15	Abstentions