



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 15 SEPTEMBER 2004**

**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS					
<b>Chair:</b>	Laurie Gemmill	✓			
<b>Members:</b>	Doug Alt			John Runion	✓
	Deborah Archie	✓		Mark Schmidbauer	✓
	Sol Bermann			Karen Shaffer	
	John Blair	✓		Christian Selch	✓
	Galen Bock			Eric Silver	
	Kevin Callaghan			Karen Sorrell	✓
	Tamar Chute			Martin Susec	
	Judy Cobb	✓		Pari Swift	✓
	Carol Crofut			Carol Thomas	✓
	Barbara Floyd			Dino Tsiboruris	
	Rai Goerler	✓		Daryl Weir	
	Yvonne Harris			Richard Whitehouse	✓
	David Landsbergen	✓		Jane Wildermuth	✓
	Andrea Lentz	✓		Tony Yankus	
	Mary Beth Parisi	✓			
<b>Alternates:</b>	Brooke Speert		for Christian Selch		
<b>GUESTS:</b>					
	Jim Strider				

## I. Welcome and Introductions

Interim Chair Richard Whitehouse welcomed the members of the ERC to the meeting. Members present introduced themselves and stated the agency or local government they represent.

Whitehouse officially turned duties of ERC Chair over to State Archivist Laurie Gemmill of the Ohio Historical Society (OHS).

Gemmill introduced Jim Strider as the new leader of the restructured division of OHS to which the Archives/Library is a part. Gemmill clarified the memo that was sent out to the ERC list in June 2004 that announced the OHS restructuring efforts and the elimination of George Parkinson's position as Archives/Library Division Chief. Strider emphasized to the committee OHS's commitment to maintaining and supporting the Archives/Library and its partnerships, including the one that will be discussed during the ERC meeting.

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## II. Proposed Partnership between the Ohio State University and the ERC

Gemmill introduced David Landsbergen of the Ohio State University's John Glenn School of Public Affairs. Landsbergen, in conjunction with Raimund Goerler, University Archivist, and Robert Kalal, Director of Information Technology Policy and Services, created a proposal for a partnership. The partnership would provide a part-time student for administrative support and would provide resources for comprehensive surveys on how the ERC's products are or are not being used in state and local government agencies.

[Proposal](#)

[PowerPoint Presentation](#) *[converted to PDF 3/10/2011]*

## III. Discussion on Proposal

One topic of discussion was how and when to identify the ERC's stakeholders. Should the ERC seek out members or should the committee wait for interested persons to find it? Should desired membership be identified before the survey subcommittee begins its work or should this be part of the survey subcommittee's research? Some argued that surveys to professional organizations at the county and municipal levels would help to identify potential stakeholders, whether they be members of the ERC or consumers of the ERC products. Other members argued that it is easier to approach these groups if the ERC already has a sense of its target membership.

The proposal seeks to bring in more representation from local governments. A member mentioned that at the creation of the ERC, local governments were intentionally left out because the Department of Administrative Services (DAS) could not enforce policies on local governments. Public universities would also resist efforts to force them to follow any particular policy. To add more local governments to the mix would reduce the possibility of ERC products one day being adopted as official state policies. Another member noted that even if DAS made issued a policy at the state level based on ERC recommendations, local governments could still use the product as a best practice.

It is generally agreed that the ERC should remain a best practice resource for the time being. This would allow the ERC time to regain momentum and begin working on producing guidelines and best practices again. The ERC currently does not have the resources to pursue policy-making authority. Eventually the legislature might look to the ERC as a resource. When they do, the surveys will provide evidence of why the work of the ERC is needed. The initial purpose of the ERC was to find the best way to approach electronic records issues, not to mandate procedures for addressing them. Even with a perfect document, some state agencies and local governments simply could not afford to implement the guidelines.

The definition of "best practice" versus "model policy" was discussed. There was some disagreement as to the definition of "best practice." One thing that was agreed upon is that economic and political considerations need to be taken into account as the ERC designs its products. Adding more local government representation to the ERC would provide additional



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insight into the economic and political feasibilities of relating to implementing the guidelines.

A member asked if the surveys would cover only digital environments or whether paper records would be included since the line between records management in paper and electronic formats is getting blurry. Landsbergen replied that the surveys would take general records management into account. It was suggested that a subcommittee be formed to look at records retention issues. The ERC should also examine how much content and context must be preserved to continue to have viable records.

Mark Schmidbauer made a motion to form the partnership between the ERC and the Ohio State University's John Glenn School of Public Affairs. Mary Beth Parisi seconded the motion. Gemmill called for a vote. The motion for the partnership passed unanimously.

#### **IV. New Subcommittees**

Gemmill called for subcommittee suggestions and received the following suggestions:

- Survey Advisory Subcommittee
- Bylaws Subcommittee
- Disaster Recovery
- Public Records/Records Retention

Gemmill suggested that only two subcommittees be active at this time. She suggested that the Survey Advisory Subcommittee was necessary and the Bylaws Subcommittee could move quickly to accomplish its mission. Then we can move on to a subcommittee that creates a work-product. Members of the two subcommittees are as follows:

##### Survey Advisory Subcommittee

- Laurie Gemmill
- David Landsbergen (Chair)
- John Runion
- Mark Schmidbauer
- Karen Sorrel
- Pari Swift

##### Bylaws Subcommittee

- Laurie Gemmill
- Raimund Goerler
- Andy Lentz
- Mary Beth Parisi (Chair)
- Karen Sorrel
- Pari Swift
- Carol Thomas



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### **v. Closing**

The committee members discussed the idea of meeting quarterly since the partnership currently only has one year of funding. Discussion topics at the next meeting will include reports from the Bylaws Subcommittee and review of surveys from the Survey Advisory Subcommittee. The next meeting is scheduled for December 6, 2004 at 1:30 in the 3rd floor conference room at the Ohio Historical Center in Columbus.

ERC members were asked to begin a discussion of potential stakeholders via the listserv.

Gemmill thanked Richard Whitehouse for his year of service to the ERC as Interim Chair. The ERC is grateful for his hard work during this year of transition.

Meeting adjourned.