



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 6 DECEMBER 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>					
<b>GUESTS:</b>					
Venus Breinich	Jim Strider				

## I. Welcome and Introductions

Laurie Gemmill, ERC Chair, welcomed members and began introductions. Each member present was asked to introduce themselves and what agency they represent and share an electronic records issue currently being dealt with in their agency.

## II. Office of Statewide Policy Presentation

Christian Selch, Administrator for Statewide IT Policy, State of Ohio gave a brief introduction to the Ohio Office of Information Technology (OIT). Doug Alt gave a [presentation](#) on how a policy becomes a policy in the State of Ohio. The process generally takes several months, but can range in time due to the number of review cycles and people involved.

Questions and discussion followed Alt's presentation. Selch noted that although the policies issued by the state do not apply to local governments, local governments have used state policies as models for their own local policies. Eric Silver and John Runion suggested that although local governments might not willingly accept policies from the state, they might be

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more willing to follow ERC guidelines concerning electronic records issues. Perhaps the ERC could be a conduit between local and state information technology professionals. Although the state cannot offer suggested records retention periods, the OIT could offer suggestions on systems and system infrastructure.

Rai Goerler asked what the OIT was looking for from the ERC. Alt responded that the ERC helps the OIT to learn what the current electronic records issues are that state agencies are facing. There is also overlap in key persons, although there are challenges in knowing who has authority on various issues. Therefore the partnership is helpful.

### III. Minutes

Gemmill asked if any changes needed to be made to the minutes from the 15 September 2004 meeting. With none offered, Gemmill called for a motion to approve. David Landsbergen motioned to approve the minutes. Andy Lentz seconded the motion. All were in favor. The motion to approved the 15 September 2004 meeting minutes passed.

### IV. Bylaws Subcommittee Report

Bylaws subcommittee chair Mary Beth Parisi was not able to attend the meeting. Rai Goerler gave the subcommittee update in her place. Goerler noted that the goals of the subcommittee were to create bylaws to govern the ERC and to create a membership process. Goerler then walked the ERC through each article of the Bylaws step-by-step taking comments for improvement. Pari Swift read the changes back to the group, which agreed to vote on the bylaws as presented with changes.

Gemmill called for a motion to approve the ERC Bylaws. Andy Lentz motioned and Eric Silver seconded the motion. With all in favor, none opposing and one abstention, the Bylaws governing the ERC were officially adopted.

### V. OSU Partnership Update

David Landsbergen reported on difficulties with funding from the OSU CIO's office . However, the partnership will receive funding from the OSU Archives and Libraries. The lack of funding did not delay the Survey Subcommittee from creating and distributing the first round of surveys.

### VI. Survey Subcommittee Report

Landsbergen thanked the subcommittee for their efforts in creating and providing feedback on the survey questions and how to distribute the survey. The survey went out to the initial target groups on 20 November 2004. Landsbergen then gave a [presentation](#) on the focus of the survey, the methods behind it, preliminary results, and what follow-up steps will be taken.

A question was raised as to whether the electronic survey hindered responses in anyway. Lentz suggested the Ohio chapters of ARMA be contacted for state and county



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representation. Swift will also provide a list of professional organizations for Ohio school districts. Landsbergen will report additional results at the next ERC meeting.

### **VII. Closing**

Gemmill asked the ERC if they wanted to begin a new subcommittee and read a list of topics that had been suggested at past meetings. The committee decided to hold off until the next meeting before forming the next subcommittee. It was also decided that elections for Chair, Vice-chair, Secretary and Membership Committee members would occur at the next meeting.

The next meeting of the ERC is scheduled for 30 March 2005 from 1:30 to 4:00 in the Archives/Library Conference Room of the Ohio Historical Center in Columbus.

Meeting adjourned.