



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 22 JUNE 2005

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	Mark Schmidbauer	✓	Vice Chair:	John Runion	✓
Secretary:	Pari Swift	✓	Past Chair:	n/a	
State Archivist:	Laurie Gemmill				
Members:	Deborah Archie	✓		Nicole Merriman	✓
	Sol Bermann			Mary Beth Parisi	✓
	John Blair			Jon Patterson	
	Galen Bock			Karen Shaffer	
	Kevin Callaghan			Eric Silver	
	Tamar Chute			Karen Sorrell	✓
	Judy Cobb	✓		Martin Susec	
	Barbara Floyd	✓		Carol Thomas	✓
	Rai Goerler	✓		Dino Tsiboruris	✓
	Yvonne Harris			Daryl Weir	✓
	David Landsbergen	✓		Chris Wydman	✓
	Andrea Lentz	✓		Richard Whitehouse	
	Kevin Loving	✓		Tony Yankus	
Alternates:					
Angie Crandall					

I. Welcome and Introductions

Mark Schmidbauer welcomed members to the meeting and thanked Rai Goerler for serving as interim-chair at the last meeting.

Schmidbauer asked if there were any comments or corrections on the minutes from the 30 March 2005 meeting. Hearing none, Andrea Lentz motioned for approval and John Runion seconded the motion. With all in favor, the minutes were approved.

II. Case Studies

David Landsbergen and Angie Crandall presented a summary of their finding from five completed case studies. Governments selected for the case studies included large and small, state and local governments. Landsbergen felt that the results of the case studies would be helpful to the marketing committee in spreading the word about the work of the OERC.

It was suggested during the case studies that the OERC's products may be too technical for those in government trying to use them. The OERC should assume that those in governments that are implementing records management programs have no knowledge of electronic

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records. One suggestion was to have two versions of our products: a simple version and a more technical version.

As a result of the case studies, a working group was formed to do a feasibility study on having a listserv for its constituents to make comments on the products and do anonymous vendor ratings on variables such as service, cost, functionality, and experience.

Carol Thomas is going to look into using ARMA as a resource and linking to ARMA's website from the OERC website. It was also suggested that we make contact with local and regional chapters of ARMA.

The case studies showed that OERC constituents want guidance on privacy and disaster recovery. Although these seem out of the scope of the OERC, Judy Cobb suggested that instead of guidelines, the OERC could create "points to consider."

III. Marketing Committee

Rai Goerler, as co-chair of the Marketing Committee, reported that the committee has not yet met. Their initial ideas are to contact the various education associations, such as the Ohio College Association, to make them aware of the OERC and see about linking to the OERC website.

Schmidbauer reported that he is waiting to hear from the Ohio Digital Government Summit, sponsored by Government Technology Magazine, to find out if the OERC will be able to give a presentation at the Summit in October. As a fallback position, The OERC may consider a booth at the Summit.

John Runion stated that the Membership Committee would like to work with the Marketing Committee to come up with ideas to promote and encourage committee membership.

IV. Membership Report

Runion reported that there were three vacancies for members as of the last meeting and three applications had been received. The three applicants approved for membership on the OERC were:

Kevin Loving, Butler County
Nicole Merriman, State Library of Ohio
Jon Patterson, Hamilton County

The three additions fulfill OERC goals of more local representation and representation from the State Library of Ohio.

Runion then summarized the application and termination process. There was concern expressed over the termination of membership if a proxy is not available. Runion explained that extenuating circumstances would be taken into account. Goerler noted that the bylaws allow for teleconferencing.



V. Discussion of New Topics to Pursue

Schmidbauer stated that now that the OERC has established bylaws and reflected on its mission, it was time to get back to the business of the committee by beginning work on new guidelines. Pari Swift ran down a list of topics, some of which had been discussed at past meetings and others that had come up through her work with state and local government agencies.

Many of the topics seemed beyond the scope of the committee, however, several showed promise. The following subcommittees were formed:

Instant Messaging

- Mark Schmidbauer
- Pari Swift
- Carol Thomas
- Dino Tsibouris, Chair
- Daryl Weir

Purpose - Create a document and bibliography discussing issues to consider in managing instant messages as public records.

Guidelines Review

- Judy Cobb
- Barbara Floyd, Chair
- Kevin Loving
- Nicole Merriman
- Jon Patterson
- Mark Schmidbauer
- Karen Sorrel

Purpose - New members will work with veteran OERC members to review existing OERC documents for currency. The subcommittee will make recommendations for updates and offer simplified versions of the documents.

VI. National Digital Information Infrastructure and Preservation Program

Swift, Merriman and Cobb gave a brief overview of the history of NDIIPP. The goals of NDIIPP are to develop national partnerships, explore protocols and standards, and support the development of tools, models and methods for digital preservation. At the States Consultation Workshop, states were asked to prioritize at-risk digital government information, suggest potential partnerships, and define the roles of the states versus the roles of the Library of Congress. Attending from Ohio were two representatives from the Ohio Historical Society, including Swift, and two representatives from the State Library, including Nicole Merriman. A toolkit for Capability Assessment and Planning, designed by the Center



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for Technology in Government, was given to each attendee. The representatives from the Ohio Historical Society are currently working with the State Library representatives to use the toolkit in evaluating were Ohio stands.

VII. Wrap-Up

The next meeting of the OERC will take place on Wednesday, November 9, 2005 at the Ohio Historical Center from 1:30 to 4:00. At the meeting, subcommittees will report on the work that they have been doing.