



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 08 MARCH 2006**

**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS						
<b>Chair:</b>	Mark Schmidbauer	✓	<b>Vice Chair:</b>	John Runion	✓	
<b>Secretary:</b>	Pari Swift	✓	<b>Past Chair:</b>	n/a		
<b>State Archivist:</b>	vacant					
<b>Members:</b>	Deborah Archie	✓		Mark Morris	✓	
	Craig Brown	✓		Mary Beth Parisi		
	Kevin Callaghan	✓		Jon Patterson	✓	
	Judy Cobb			Karen Shaffer	✓	
	Barbara Floyd	✓		Eric Silver		
	Rai Goerler	✓		Karen Sorrell		
	David Landsbergen	✓		Martin Susec	✓	
	Andrea Lentz	✓		Carol Thomas		
	Kevin Loving	✓		Dino Tsiboruris		
	Nicole Merriman	✓		Chris Wydman		
	Sharon Montgomery	✓		Richard Whitehouse		
	<b>Alternates:</b>	Jerrie Amos		for Karen Sorrell		✓
		Andrea Lentz		proxy for Judy Cobb		
GUESTS:						
Jim Strider (OHS)						

## I. Welcome and Introductions

Chairman Mark Schmidbauer welcomed everyone and called the OERC meeting to order.

Schmidbauer asked if there were any comments or corrections on the minutes from the 9 November 2005 meeting. Pari Swift noted that a few minor corrections offered by Carol Thomas had been incorporated. John Runion motioned for approval and Kevin Callaghan seconded the motion. With all in favor, the minutes were approved.

## II. State Archivist/State Archives Update

Jim Strider, Director of Collections, Historic Preservation & Statewide Outreach Services, gave the OERC an update on the search for a State Archivist as well as the direction that the Ohio Historical Society (OHS) would like to see the State Archives go. Strider began by acknowledging the concern over how long it has taken to fill the position and noted that the salary had been increased and a search consultant was currently working to identify candidates. OHS is hoping to have someone named to the position sometime in May.

Strider also discussed some of the internal changes being made to add resources to the State Archives, including moving Fred Previts from the Youngstown location to Columbus. In

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addition, OHS will present the State Archives as one of its top priorities during budget negotiations with the State.

Finally, Strider emphasized that OHS wants to work more effectively in terms of providing State Archives resources for the OERC and other archives and records management constituency groups.

### **III. Membership Report**

John Runion reported that since the last meeting, we have received no new membership applications. He noted that Laurie Gemmill resigned from the committee due to changes in her job responsibilities. Mark Morris was introduced to the committee since he was unable to attend the previous meeting.

### **IV. Communications Subcommittee Report**

Martin Susec reported that an overview of the OERC and its products, drafted by Kevin Callaghan, has been accepted for inclusion in the Attorney General's 2006 Ohio Sunshine Laws Update (Yellowbook). The Yellowbook is distributed to over 10,000 government officials annually. Susec motioned to approve the summary for publication. The motion was seconded by John Runion and approved by the OERC. Susec will notify the committee of other opportunities to promote the work of the OERC, including potentially including the summary in the Auditor of State's Open Government Laws.

Susec brought up the idea of creating a central repository for minutes of Ohio's local governments. It would be on a voluntary basis and would promote unity and access. Some OERC members felt that local governments need to be better educated on public records and it is not safe to assume that they necessarily want to provide access and uniformity. Although most agreed that this would be a massive undertaking, it was suggested that this would make a good NHPRC grant proposal for a digital repository. It was also brought up that OhioLink already has the software and funding for such a project but no mission proposal of this nature. Rai Goerler offered to contact Peter Murray at OhioLink with the idea. Susec envisions the OERC's roll in the project as formulating the idea and arranging partnerships. Susec mentioned that the Ohio Newspaper Association would most likely support the idea of a centralized repository. Goerler motioned to contact Peter Murray about a pilot project of this nature. Nicole Merriman seconded the motion. The motion carried.

### **V. Instant Messaging Subcommittee Report**

The Instant Messaging Subcommittee report was tabled until the next meeting.

### **VI. Guideline Review Subcommittee Report**

Barb Floyd distributed a Statement of Need for Updating Website Guidelines. The subcommittee recommends seeking a volunteer webmaster to maintain the OERC website and increase the utilization of the site. After discussion as to how a volunteer would gain access to the server and whether there was enough work to keep a graduate student busy,



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Floyd suggested tabling the idea until a State Archivist was hired since the OERC website should be a function of the State Archives.

Schmidbauer reported that he had begun reviewing the Imaging Guidelines. He is working on updating a small amount of content as well as the links and bibliography.

Merriman noted that the Guidelines for Managing Web Content would require some minor edits such as updating links and name changes. Although the section on the State Library's involvement may change a bit due to their use of the Digital Archive, the State Library continues to look for a way to make agencies more inclusive in its effort to preserve state publications.

Schmidbauer announced that the updated guidelines would be approved by the OERC at the next meeting. Thirty days prior to the next meeting, the files should be sent to Swift, who will post the files in the OERC Yahoo group for review. The OERC will be sent notice when there are files posted for review.

### **VII. House Bill 9 Update**

Swift reported that House Bill 9, which seeks to update and clarify Ohio's public records law, is on the fast track to be voted out of committee. Highlights of House Bill 9 include:

- Training for public officials or designees
- Posted public records policies
- Penalties for non-compliance
- Clarification on reasons to extend 10 day response
- Creation of Public Access Counselor
- Required records retention policies
- Changes and additions to local records commissions
- Copies of records to be transmitted by any means of delivery

### **VIII. Wrap-Up**

Swift's report on the Persistent Archives Testbed project was tabled until the next OERC meeting.

The next meeting of the OERC will take place on Thursday, July 13, 2006 at the Ohio Historical Center from 1:30 to 4:00.