OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

DATE: 13 JULY 2006　　　　　　　　　　**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS					
Chair:	Mark Schmidbauer	✔	**Vice Chair:**	John Runion	✔
Secretary:	Pari Swift	✔	**Past Chair:**	n/a	
State Archivist:	vacant				
Members:	Deborah Archie	✔		Sharon Montgomery	✔
	Craig Brown	✔		Mark Morris	✔
	Kevin Callaghan			Mary Beth Parisi	✔
	Judy Cobb			Jon Patterson	✔
	Barbara Floyd	✔		Karen Shaffer	✔
	Rai Goerler	✔		Karen Sorrell	
	David Landsbergen	✔		Martin Susec	✔
	Andrea Lentz	✔		Carol Thomas	✔
	Kevin Loving	✔		Dino Tsiboruris (via phone)	✔
	Nicole Merriman	✔		Chris Wydman	✔
Alternates:	Jerrie Amos	for Karen Sorrell			✔
GUESTS:					
Holly Deeds Martin (Attorney General's Office)		Peter Murray (OhioLINK)		Jim Strider (OHS)	

I. Welcome and Introductions

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

II. State Archivist/State Archives Update

Jim Strider, Director of Collections, Historic Preservation & Statewide Outreach Services, announced that Jelain Chubb has accepted the position of State Archivist and will begin at the end of July. Ms. Chubb comes to the State Archives of Ohio from the Missouri State Archives.

In addition, Strider mentioned that that the next position to be filled in the State Archives is that of an electronic records archivist, who will work closely with the OERC.

Lastly, Strider reiterated that the State Archives is one of the Ohio Historical Society's top priorities going into State budget negotiations.

III. Approval of Minutes

Schmidbauer asked if there were any comments or corrections on the minutes from the 8 March 2006 meeting. A spelling correction was noted by Sharon Montgomery.

Craig Brown motioned for approval and John Runion seconded the motion. With all in favor, the minutes were approved.

IV.   Executive Committee Call for Candidates

Schmidbauer reviewed the executive committee section of the bylaws that note members serve two-year terms, which were scattered last year when the bylaws were approved. Schmidbauer will be stepping down as chair of the OERC at the end of 2006. Any one interested in running for chair should make their intentions known at least 30-days prior to the next meeting of the OERC.

Pari Swift sought the input of OERC members as to her position on the executive committee as secretary given that the new State Archivist automatically has a seat on the executive committee. Several members of the OERC expressed that the Ohio Historical Society should take the lead role in the committee. Therefore, it was agreed that although this would give the Ohio Historical Society more than one seat on the executive committee, Swift should retain her position of secretary until her term expires at the end of 2007.

V.   OhioLINK Resources

Schmidbauer and Rai Goerler introduced Peter Murray, Assistant Director of Multimedia Systems at OhioLINK. Murray presented a model of what OhioLINK is doing to help Ohio's institutions of higher education manage a wide variety of digital content, including electronic records with a project called the Ohio Resource Commons. The purpose of the presentation was to present a concept piece on how state agencies and local governments could benefit from the aggregate content hosting service offered by OhioLINK. The idea is that agencies and governments could use OhioLINK's repository, centralized data centers, open-source code and solutions as an alternative to purchasing their own internal solutions to the growing demand for electronic storage and retrieval. Although they do not currently have records management application (RMA) capabilities, some partners (Tufts University and Yale University) are creating RMA plug-ins that may be available in the future. The bottom line, however, is that in order to move ahead with the vision as it pertains to use by state and local governments, there would have to be a commitment of resources by the state. The presentation is available online at

http://info.drc.ohiolink.edu/presentations/200607-ERC/index.html.

VI.   Guideline Review Subcommittee Reports

1.   General Schedules for Administrative Electronic Records

Andrea Lentz and Carol Thomas questioned whether the Department of Administrative Services (DAS) had formally adopted the original schedules? If they had, then it was no longer the job of the OERC to be reviewing them and offering new suggestions. Although it appears that DAS has formally adopted the

general schedules, it could not be verified. It was concluded that the OERC needed to confirm the status of the schedules with DAS. If the schedules were formally adopted, then the OERC could offer any new suggestions to DAS, leaving it up DAS to formally approve it for inclusion in the general schedules.

Swift read to the committee the one suggested addition, Service Level Agreements, to the general schedules for administrative electronic records.

2. **Digital Imaging Guidelines**

Schmidbauer discussed with the committee his suggested changes and updates to the Digital Imaging Guidelines. Schmidbauer also verified the AIIM standard references and updated the citations where necessary.

Andy Lentz motioned to approve the recommended changes. Carol Thomas seconded the motion. The OERC approved the changes as presented.

3. **Guidelines for Managing Electronic Mail**

Deborah Archie updated the Scope note to reflect the dates the guidelines were originally approved and subsequently updated. Swift suggested adding local government entities to the scope as well since research has shown that local governments use OERC products as well. Archie also suggested adding text under the sections for legal requirements and retention and scheduling requirements. Specifically, the category of "permanent" messages was changed to "official long term messages." Additional examples of various message types were also added to the guidelines. Swift informed the committee that she would like to change the phrasing of "transfer to State Archives for possible retention or destruction" to "review by State Archives prior to disposal."

There was some discussion on changing the tone of the guidelines to reflect that they are suggestions, not mandates. Swift offered to put a disclaimer on the OERC website to address this issue for all of the OERC guidelines.

Dino Tsibouris reported that he had been in consultation with the Florida Secretary of State's Office, which had crafted a statement on instant messaging and text messaging as records. The tweaked statement was read to the OERC and was well received. Swift suggested putting the paragraph in a footnote on the third page of the Guidelines for Managing Electronic Mail near the section that states that messages should be retained according to their content. The OERC agreed to the placement. Tsibouris also suggested putting a brief sentence about instant messages in the Intent and Purpose section of the guidelines and changing the title of the document to "Managing Electronic Mail and Messaging." His thought was that the document should still explicitly state that it relates to email since that is the search term that most users are going to look for to find the document. Replacing "Electronic Mail" in the document has the potential to have the document be lost on users.

Nicole Merriman motioned to approve the changes. Rai Goerler seconded the motion. The OERC approved the changes as presented.

4. Guidelines for Managing Web Site Content

Nicole Merriman suggested that links to Dublin Core Metadata standards be added to the guidelines as well changing section 6.4 to reflect changes in optical media and updating information on the State Records Administrator, State Archivist and State Library.

John Runion motioned to approve the changes. The motion was seconded by Chris Wydman. The OERC approved the changes as presented.

VII. Communications Subcommittee Report

Martin Susec reported that the Attorney General's 2006 *Ohio Sunshine Laws Update (Yellowbook)* has been published and is available to government officials. Appendix B contains the summary of the OERC and its products. Susec also followed up on a recommendation by Sharon Montgomery to see about having the summary added to the Auditor of State's *Ohio Open Government Resource Manual* by noting that the manual was not republished this year and may not be published in the future since Auditor of State Betty Montgomery is running for Attorney General this year.

Susec also noted that he spoke with Frank Deaner, Executive Director of the Ohio Newspaper Association about the OERC and its work. However, Deaner is currently focusing on issues such as House Bill 9, which seeks to update the public records laws in Ohio.

Sharon Montgomery offered the committee some additional ideas for spreading the word about the work of the OERC, such as sending letters to professional organizations asking them if they would be interested in speakers for their conferences or if they would send out the OERC brochure to their members. Montgomery is currently collecting contact information for the various governmental professional organizations in Ohio.

VIII. Membership Report

John Runion reported that the membership committee met via conference call on 5 June 2006. The committee voted to approve Brett Gerke, of the Ohio Association of Chiefs of Police, for membership and to remove Eric Silver and Richard Whitehouse from the committee for missing two consecutive meetings. The executive committee voted in favor of the membership committee's recommendation.

The membership committee also voted to retain Martin Susec, formerly of the Attorney General's Office, until a new member from the Attorney General's Office sought membership. The executive committee agreed with this decision and has begun work on finding a member from the Attorney General's Office.

Runion also noted that the committee discussed reserving membership spots for large agencies or branches such as DAS and the General Assembly. After some discussion with the OERC, it was determined that the membership committee should first approach the Legislative Service Commission for a recommendation. It was suggested that if the committee seeks an elected official, the membership offer should be extended to both political parties.

Finally, Runion mentioned that the membership committee was at minimum capacity and he would like some more members. Carol Thomas and Craig Brown volunteered to serve on the membership committee.

IX. Wrap-Up

Swift presented a number of ideas of what the ERC should work on next for presentation at the October meeting. Some suggestions were a presentation on authenticating electronic records, adding an index or search box on the ERC website (Merriman/Swift), designing a glossary of terms for the website (Thomas), compiling a list of specialties to list under members names for others to use as resources, and taking a further look at the Trustworthy Information Systems Handbook (Floyd). Swift commented that as she was updating the guidelines on the website, she would begin to standardize the guidelines and make them more user/printer-friendly.

Carol Thomas brought up some recent electronic records work done by the Missouri State Archives and suggested that perhaps the new state archivist, Jelain Chubb, coming from there, would be able to talk to the committee about this work at the next meeting.

The next meeting of the OERC will take place on Thursday, October 26, 2006 at the Ohio Historical Center from 1:30 to 4:00.