DATE: 15 FEBRUARY 2007
LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	John Runion	✔	**Vice Chair:**	Carol Thomas	✔
Secretary:	Pari Swift	✔	**Past Chair:**	Mark Schmidbauer	✔
State Archivist:	Jelain Chubb	✔			
Members:	Deborah Archie			Sharon Montgomery	✔
	Craig Brown	✔		Daniel Noonan	✔
	Barbara Floyd			Mark Morris	
	Brett Gerke	✔		Jon Patterson	✔
	Romona Inskeep	✔		Karen Shaffer	
	David Landsbergen	✔		Karen Sorrell	✔
	Andrea Lentz			Dino Tsiboruris	
	Kevin Loving			Marlys Watson	✔
	Holly Martin			Chris Wydman	
	Nicole Merriman	✔			
Alternates:	Jenna Craig	for Holly Martin			✔
	Genevieve O'Malley Knight	for Karen Shaffer			✔
	Carol Thomas	proxy for Andrea Lentz			
GUESTS:					
Raimund Goerler					

I. Welcome and Introductions

Chairman John Runion welcomed everyone and called the OERC meeting to order.

II. Approval of Minutes

Runion asked if there were any comments or corrections on the minutes from the 26 October 2006 meeting. Mark Schmidbauer motioned for approval and Craig Brown seconded the motion. With all in favor, the minutes were approved.

III. Membership Report

John Runion reported that the Membership Committee met on 25 January 2007 to discuss new memberships and removal of members. Runion reported that the following member was removed from the OERC:

- Judy Cobb – Submitted her letter of resignation citing a change in job duties with OCLC. She was sent a letter of appreciation for her years of service on the OERC.

The following new members were added to the OERC:

- Dan Noonan – Ohio State University, Electronic Records Manager/Archivist. He will replace Rai Goerler as OSU's representative on the OERC.
- Romona Inskeep – Office of Information Technology, IT Policy Analyst.

Upon the recommendation of the Membership Committee, the Executive Committee approved the additions and removals of members.

IV. Election of the OERC Vice-Chair

The Vice-chair position has been vacant since October when John Runion took over as Chair of the OERC. Two candidates for Vice-chair, Dan Noonan and Carol Thomas presented brief candidate statements to the committee. The committee voted Carol Thomas to the position of Vice-chair of the OERC.

V. Communications Subcommittee Report

Subcommittee chair Sharon Montgomery reported that she would contact professional associations to begin building relationships that the training committee can build on. Runion stated that he wants to see the guidelines used and they therefore need to be promoted through the communications and training committees rather than just a brochure.

VI. NHPRC's Electronic Records Grants

Jelain Chubb informed the OERC that the National Historical Publications and Records Commission (NHPRC) announced its first series of electronic records implementation and project grants. The grant announcements can be found at http://www.archives.gov/nhprc. She encouraged OERC member institutions to apply or to collaborate on an application. Chubb also suggested that the OERC could apply for a grant or perhaps partner with State Archives on a future grant. Rai Goerler suggested that the OERC Executive Committee could serve as a liaison for interested institutions. Noonan stated that the base idea for a grant should come from a member institution with the OERC playing a supporting role.

VII. Trustworthy Information Systems Handbook Update

Swift summarized an evaluation of the current Trustworthy Information Systems (TIS) Handbook done by Barbara Floyd. Noonan also stated that there is a lot more legislation concerning privacy, security and data classification that could affect parts of the TIS Handbook. Runion asked for someone to chair a subcommittee to look at updating the TIS Handbook. David Landsbergen volunteered to chair the

subcommittee. Other volunteers for the subcommittee include Brett Gerke, Dan Noonan, Mark Schmidbauer and Carol Thomas. Swift asked the committee to submit to her names of non-OERC members that might make good additions to the subcommittee.

VIII. Microfilm as Digital Images Update

Runion said that he had made several attempts to contact various professionals concerning their work in the area of creating standards for creating microfilm from digital images, but had not yet received responses. Chubb stated that she would provide some additional contacts. Runion stated that he wanted to see the OERC make a guideline covering this topic. Noonan suggested that it might also make a good addendum to the Digital Imaging Guidelines. Craig Brown and Jon Patterson volunteered to serve on the subcommittee.

IX. Glossary of Terms Update

Thomas reported that the OERC website will link to glossaries from the Society of American Archivists, InterPARES, and the Missouri Secretary of State's electronic records webpages.

X. Training Committee

Runion stated that it is important for the OERC guidelines to be reviewed, updated, disseminated and used, with the Guidelines for Managing Electronic Mail being of high importance. He called for a training subcommittee. Nicole Merriman will chair the committee. Other members include Mark Schmidbauer, Pari Swift and John Runion. The charge of the committee is to develop a design or imprint for establishing training goals and objectives.

XI. Federal Rules of Civil Procedure

Runion wanted to seek the committee's input on how much is known about the Federal Rules of Civil Procedure and whether it warrants the creation of a guideline. Noonan provided a summary of the new laws. It was suggested that instead of creating a separate guideline, it should be included in updates to some of the existing OERC guidelines. Chubb said that the State Archives would monitor how Ohio law is evolving under the new federal rules. She also asked for the committee to think about persons who might be able to provide testimony concerning electronic records issues should the opportunity arise. Noonan stated that what are really needed are practical examples of how governments have applied the new federal rules. Chubb stated that we might be able to use the State Archives' work with the Governor's Office as a model. Swift noted that this is an opportunity to start a dialog between records managers, archivists and information technology specialists.

Thomas suggested an exploratory committee to look at the current and evolving public records law, managing public records requests for electronic records, the Federal Rules of Civil Procedure, and which of the OERC's existing guidelines any updates concerning these issues might fall under. The exploratory committee consists of Deborah Archie, Brett Gerke, John Runion and Carol Thomas. Swift said that she would contact Lauren Lubow in the Attorney General's Office to see if she would be interested. Runion said that he would do the same with Dino Tsibouris.

XII.   Wrap-Up

Swift asked for ideas for assistance in maintaining the OERC website. It was suggested that the OERC could get its own domain for $60 annually. Swift said that she would look into whether the OERC website could be removed from the OHS servers.

Thomas asked for the committee's input on whether they enjoy presentations on electronic records issues and if they would be interested in having Scott Bruno plan a presentation for a future meeting.

The next meeting of the OERC will take place in June 2007. An exact date will be announced via email.

Jon Patterson motioned to adjourn the meeting and Craig Brown seconded the motion.