



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 20 SEPTEMBER 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			Mark Morris	✓	
	Barbara Floyd	✓		Florence Murray	✓	
	Brett Gerke			Daniel Noonan	✓	
	Romona Inskip	✓		Jon Patterson		
	David Landsbergen			Karen Shaffer	✓	
	Andrea Lentz			Karen Sorrell		
	Kevin Loving	✓		Dino Tsiבורuris		
	Holly Martin			Marlys Watson	✓	
	Nicole Merriman	✓		Chris Wydman	✓	
	Alternates:	Jerrie Amos		for Karen Sorrell		✓
		Bob Johansen		for Andrea Lentz		✓
Janet Mihalopoulos			for Mark Schmidbauer		✓	
GUESTS:						

I. Welcome and Introductions

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

Runion informed the committee that a speaker was not able to be secured for the day's meeting. He asked for suggestions for both speakers and topics. Suggestions included the Attorney General's Office, security issues, and legislation effecting the creation and maintenance of records.

Runion called for a motion to approve the minutes of the 15 February 2007 meeting. John Runion motioned to approve and Chris Wydman seconded. The minutes were approved.

II. Communications Subcommittee Update

Sharon Montgomery distributed a draft letter to be sent to public employee professional organizations introducing them to the Ohio Electronic Records Committee as well as a list of those organizations. Committee members offered

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comments on the letter, but it was agreed that it would not be sent until the guidelines and website were updated.

There was discussion of creating a “brand image” for the OERC. The OERC should create a logo for use on brochures, letterhead and the website for a sense of continuity.

III. Membership Committee Update

Carol Thomas reported that the Membership Committee met on 27 July 2007 to discuss new memberships. Upon the recommendation of the Membership Committee, the Executive Committee approved Florence Murray’s application to join the OERC. Ms. Murray is the Assistant Chief Legal Counsel and Records Retention Officer for the Department of Development.

Karen Shaffer agreed to join the Membership Committee in place of Andrea Lentz who is retiring from the Department of Jobs and Family Services and therefore has resigned from the OERC.

Runion encouraged OERC members to offer suggestions for additional members, especially if they have a specialty that would benefit the work of the committee.

IV. Training Subcommittee Report

Runion reported that due to scheduling conflicts, the Training Subcommittee was not able to meet. With the help of Dan Noonan and Mark Schmidbauer, Runion drafted a blueprint to guide the subcommittee. The premise is that presentations of various lengths would be developed for each guideline. The presentations would involve interpreting the guidelines and giving practical examples of their application. A model will be presented at the next OERC meeting.

OERC members discussed various ways to conduct training sessions, including a partnership with the State Library, participating in webcasts and getting on the agendas at the meetings of various professional associations. Jelain Chubb also suggested that funding could possibly be available through the Ohio Historical Records Advisory Board to create a joint product.

V. Hybrid Microfilm Subcommittee Report

Runion distributed a draft paper outlining research into other State Archives’ standards for the creation of microfilm from digital images. The committee will look into how microfilming standards fit with digital imaging standards. The guideline should address what is acceptable as preservation microfilm in conjunction with current technology. The guidelines also need to address the reason and the purpose behind creating and using the guidelines.



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VI. State Archives Update

Jelain Chubb provided the committee with an update on the State Archives. She reported that the State Archives had received a budget increase that would aid in State Archive's ability to fulfill its mandates and allow for additional staff, including an electronic records archivist. An additional electronic records archivist will also be hired for a two-year position to work on the collection from Governor Taft. One of the goals for the electronic records archivists is to develop a plan and model for handling electronic records within State Archives collections. The electronic records archivist would also serve as the official Ohio Historical Society representative on the OERC.

VII. Exploratory Committee Report

At the February meeting, an exploratory committee was formed to investigate how the Federal Rules of Civil Procedure affect the various OERC guidelines. OERC members continued to discuss whether this warrants a separate guideline, integration into the current guidelines or whether this is even an issue for the OERC to address. It was agreed that the Federal Rules of Civil Procedure should be used as an opportunity to update our guidelines and emphasize the importance of electronic records management. Runion suggested asking Dino Tsibouris or Martin Susec to chair the committee because of their knowledge in both the legal and records management aspects of the Rules. Also serving on the committee are Deborah Archie, Brett Gerke, John Runion, Pari Swift, and Carol Thomas.

VIII. OERC Website

Pari Swift reported that the Ohio Historical Society (OHS) would not object if the OERC website was moved off of the OHS server. Under the current editing procedures, there is no way to allow for external assistance. Should the website be taken off of the OHS server, it would be difficult to convert back to it should that need arise in the future.

Members of the OERC agreed that getting the website updated and keeping it current is important if the committee wants to be an active group and disseminate its work. Kevin Loving, Noonan, Wydman, Maryls Watson and Runion volunteered to assist in working to solve the current website issues.

IX. Wrap-Up

The next meeting date was set for Thursday, January 17, 2008 at 1:00 at the Ohio Historical Center. The change in time from 1:30 to 1:00 is to accommodate those members traveling long distances to the meeting.