



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 13 NOVEMBER 2008**

**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS				
<b>Chair:</b>	John Runion	✓	<b>Vice Chair:</b> Carol Thomas	✓
<b>Secretary:</b>	Pari Swift	✓	<b>Past Chair:</b> Mark Schmidbauer	✓
<b>State Archivist:</b>	Jelain Chubb			
<b>Members:</b>	Marlys Bradshaw		Sharon Montgomery	✓
	Craig Brown	✓	Florence Murray	✓
	Barbara Floyd	✓	Daniel Noonan	✓
	Stephen French	✓	Jon Patterson	
	Brett Gerke		Janice Schulz	✓
	Romona Inskip		Karen Shaffer	✓
	Bob Johansen	✓	Karen Sorrell	
	David Landsbergen		Chris Wydman	✓
	Kevin Loving	✓		
	<b>Alternates:</b>	John Runion	proxy for Carol Thomas	
GUESTS:				
Barb Brown	Connie Conner	Patty Davis	Cynthia Hansen	
Sara Hawk	Dave Keener	Tom Lind	Angela Manella	
Mike McCudden	Janet Mihalopoulos	Daniel Ogilvie	Fred Previts	
Darren Shulman	Lynn Wallace-Smith	James Zimmerlin		

## I. Welcome and Introductions

Chairman John Runion thanked both OERC members and focus group participants for coming. Following introductions, Runion stated that the purpose of the meeting was to review the presentations and approve them after making any pertinent changes suggested at the meeting.

## II. Approval of Minutes from 19 June 2008

Runion called for the minutes of the 19 June 2008 meeting to be approved. Mark Schmidbauer made a motion to approve. The motion was seconded by Dan Noonan. The minutes were approved with all in favor.

## III. Membership Committee

Carol Thomas introduced Stephen French as new member of the OERC. French is the Clerk of Council for the City of Moraine.

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**IV. Training Committee – Presentations**

Runion set the parameters for reviewing the presentations, noting that the primary concern is the content. OERC and focus group members were each given an evaluation form on which to make notes and suggestions.

Thomas presented the “Guidelines for Managing Electronic Mail” and Craig Brown presented “Digital Imaging Guidelines.”

There was general discussion following the presentations. Primary suggestions included incorporating the guidelines’ verbiage into the presentations, incorporating more graphics, and adding a few basic slides to introduce some basic records management concepts. There was also discussion on the retention recommendations as presented in the “Guidelines for Managing Electronic Mail.”

Runion asked that those in attendance submit the evaluation form or other feedback to Pari Swift or himself within two weeks.

**V. Election of OERC Secretary**

Runion thanked Janice Schulz for her willingness to step into the position of secretary. With no other candidates running for the position, Schulz was elected by consensus. Her term will begin with the first meeting in 2009.

Runion thanked Swift for her work for the OERC and stated that Swift would help in the transition.

Runion noted that as they stand now, the terms for chair and vice-chair would expire within one meeting of each other. In order to space out these transitions, Thomas has agreed to serve one more year as vice-chair. A new chair will be elected at the February 2009 meeting. Self nominations need to be received one month prior to the meeting.

**VI. Wrap-Up**

In order to better accommodate members, the executive committee would like to establish the 2009 calendar in advance. Swift will send out an email with suggested dates and ask members to respond with what works best or alternatives.

Topics suggested for committee work in 2009 included capturing websites from an archival perspective and Sharepoint. Noonan also stated that local ARMA chapters would be interested in partnering with the OERC and Ohio Historical Records Advisory Board (OHRAB) on records initiatives geared toward local governments.

The next meeting date will be sent via email once the 2009 calendar has been established.