



# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 11 JUNE 2009**

**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS					
<b>Chair:</b>	Daniel Noonan	✓	<b>Vice Chair:</b>	Darren Shulman	✓
<b>Secretary:</b>	Janice Schulz	✓	<b>Past Chair:</b>	John Runion	✓
<b>State Archivist:</b>	Jelain Chubb	✓			
<b>Members:</b>	Marlys Bradshaw	✓		Sharon Montgomery	✓
	Craig Brown	✓		Mark Morris	
	Barbara Floyd	✓		Florence Murray	✓
	Stephen French	✓		Mark Schmidbauer	
	Bob Johansen	✓		Karen Shaffer	✓
	Dave Keener	✓		Pari Swift	✓
	David Landsbergen	✓		Chris Wydman	✓
	Kevin Loving				
	<b>Alternates:</b>				
	<b>OHS STAFF:</b>				
Patty Davis					
<b>GUESTS:</b>					
n/a					

## 1. WELCOME AND INTRODUCTIONS

Chair Dan Noonan welcomed members.

## 2. AGENDA REVIEW

Discussion of PAHR and the SNAP grants was added to the agenda. (Included in 4.2)

The February minutes were reviewed. Stephen French moved to accept the minutes as presented and Craig Brown and Darren Shulman seconded.

## 3. OLD BUSINESS

### 3.1. CHARLIE ARP PRESENTED ON COLLABORATIVE TOOLS

Charlie's presentation centered on his experience using SharePoint and TRIM and how they have integrated the two to create a collaboration/ECM tool.

Discussion ensued as to what products the OERC needs to offer regarding collaborative tools.

1. Should we give people guidance as to controlling records with collaborative tools? (Darren Shulman)

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2. How do we apply RM rules and governance into the use of such tools? (John Runion)
3. It can be very difficult to dig digital object out of SharePoint lists (Charlie Arp)
4. Perhaps we should start with best practices rather than a full-blown standard. (Barbara Floyd)

The consensus at the last meeting was that we should not take on new projects until we establish what people need from us. As we review other guidance documents we can determine how this could be applicable.

### **3.2. IDENTIFICATION OF CANDIDATES FOR AND ELECTIONS OF VICE CHAIR**

Darren Shulman accepted a nomination for the position of Vice Chair. Additional nominations were called for from the floor. With no additional nominations proposed, Chair Dan Noonan moved that Darren be appointed Vice Chair. Several members seconded and the membership unanimously approved.

It was noted that the Vice Chair also chairs the membership committee.

### **3.3. PRESENTATION AND DISCUSSION OF HYBRID MICROFILM GUIDELINES**

The draft Hybrid Microfilm Guidelines were presented by John Runion.

Several suggestions were made:

1. Describe the cost justification and feasibility for doing this.
2. Archive writers are one variation, but film scanners are another.
3. Create a sample set of what things would look like.
4. Possibly tie this together with the Imaging Guidelines.
5. Provide guidance: What questions should be considered before making the commitment to do this. What is the learning curve? Etc.
6. Make sure to give enough information to allow users to ask vendors pertinent questions.
7. The document should not name specific products.
8. Why should hybrid be considered over traditional methods?
9. Start out with the three things the user needs to know

The Hybrid team will rework the document and send it out for review before the next meeting.

### **3.4. FOLLOW-UP/TIMETABLE FOR CONVERSION OF OTHER “GUIDANCE DOCUMENTS” INTO PPT PRESENTATIONS**

Several members that worked on presentations are no longer with the committee, so we need to regroup and find out what the status is on the presentations.



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The Website document was converted by Nicole Merriman, but not presented. At the September meeting we will do the presentation and invite outside reviewers. Robert Johansen will make the presentation.

David Landsbergen and Brett Gerke worked on the Trustworthy Information Systems (TIS) document. David will continue to write it and Barb will review it.

Marty Susec worked on the Databases documents and Karen Sorrell was to review. Dan will contact Marty to see what the status is. Darren will review the presentation.

John Runion worked on the Electronic Records Management (ERM) document and will continue. It will to be reviewed by the State Archives staff.

At the Jan/Feb meeting we may present the ERM and TIS documents.

### **3.5. STATEWIDE SEMINARS**

A local arrangements and a program committee were established. The local arrangements committee members are Stephen (Chair) Pari, Chris, and John. The program committee members are Darren (Chair), Janice, and Dave. Dan will work with both groups.

Questions to be answered are:

1. How long should the sessions be?
2. How many attendees should be invited?
3. What can we build around the presentations to give them value? CEUs? Facilitated discussion?
4. Can we promote along with local ARMA chapters?

## **4. NEW BUSINESS**

### **4.1. DISCUSSION OF THE PURPOSE OF THE OERC.**

Dan posed several questions for the members to think about. What is our role? Is meeting three times per year enough or should we meet more? A survey done in 2004 showed that the ERC standards are being used.

Several points were made by the membership:

1. This discussion may need to be delayed until a new State Archivist is appointed. (Barbara Floyd)
2. The group could function outside of the jurisdiction of the Ohio Historical Society (OHS) in the event of a long wait for a new State Archivist. (John Runion)
3. We need to find a better way of managing our presence outside of OHS (Darren Shulman)
4. It may be worth reviewing the minutes from 2004 when the by-laws were reviewed and Ohio was between State Archivists. (Pari Swift)



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5. Do we want a workgroup to look at this? (DS)
6. In the short term we should see what happens by the next meeting and be prepared to move away from OHS. (JR)
7. The OHS server is not the best place to host the website because OHS staff just does not have the resources to handle it. (Patty Davis)

Marlys Bradshaw, Chris Wydman, and Dan Noonan will present some recommendations at the next meeting.

Barbara motioned that we draft a resolution to thank the State Archives for their help with the committee.

Dave Keener seconded

All ayes – motion passed

### **4.2. STATE ARCHIVES REPORT**

The OERC has content knowledge and OHRAB can provide the money to offer our presentations. When the SNAP grant application was submitted for OHRAB, part of the budget was allotted to putting on workshops. Money can be moved around the grant. Up to \$1000.00 can be justified. We will need to find rent-free space and possibly partner with local ARMA chapters. The money can be used for mileage, travel, honorariums and handouts. Program workgroups need to be established to figure out the details including representatives from the three major areas, Columbus, Cleveland and Cincinnati. A program committee and a local arrangements committee will be formed.

Update on the PAHR bill: There are now 31 sponsors and four are from Ohio. We need to write to our representatives and encourage them to support the bill. Driehaus sits on the subcommittee that will see the bill first and he would be an important person with whom to communicate. The bill would provide \$50 million each year with \$1.7 million going to Ohio. This is grassroots money.

Jelain announced that she is resigning from OHS. It is undetermined who from the State Archives will be appointed to OERC.

### **5. Wrap-Up**

John Runion motioned that we change the meeting time to 12:30-3:30 to help those traveling far distances to get a head start on the journey home.

Karen Shaffer seconded

All ayes – motion passed

The next meeting will be Thursday, September 17, 2009 from 12:30-3:30 p.m. at the Ohio Historical Society.