



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 27 JANUARY 2010

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	Daniel Noonan	✓	Vice Chair:	Darren Shulman	✓
Secretary:	Janice Schulz	✓	Past Chair:	John Runion	✓
Interim State Archivist:	Louise Jones				
Members:	Marlys Bradshaw	✓		David Landsbergen	✓
	Barbara Brown	✓		Angela Manella	✓
	Craig Brown			Sharon Montgomery	✓
	Melba Ann Fey	✓		Florence Murray	✓
	Barbara Floyd	✓		Karen Shaffer	
	Stephen French	✓		Pari Swift	✓
	Dave Keener	✓		Chris Wydman	✓
	Bob Johansen			James Zimmerlin	
	Alternates:				
OHS STAFF:					
Jillian Carney					
GUESTS:					

1. Agenda Review

Dan reviewed the agenda. There were no alterations.

2. Approval of minutes 17 September 2009

There were two revisions to the draft minutes. Barbara Brown was added as attending the focus group. It was noted that Mark Schmidbauer is no longer an active member of the committee. His name was removed from the *Members absent* list.

John Runion motioned to accept the minutes as revised

Stephen French seconded

All ayes

The minutes were approved.

3. Meetings for 2010

Dan reviewed the remained of meeting dates for 2010.

4. New Members

Darren reported that four new members were approved:

Barbara Brown, Clermont County



Melba Ann Fey, University of Akron
Angela Manella, Cuyahoga Community College
James Zimmerlin, Warren County

Barb, Melba, and Angela were present at the meeting and introduced themselves.

5. State Archives Update

Jillian Carney gave the State Archives Update.

An interview is scheduled for the Local Government Records Archivist position. Current staff members are working together to cover local records needs.

OHS is working on the 150th anniversary of the Civil War and will be adding information to the Ohio Memory Project. Interested parties can keep up to date by following their blog at

<http://ohiohistory.wordpress.com/>

PAHR has 53 cosponsors and should be getting a hearing.

A new Executive Director, Burt Logan has started. Dan suggested he be invited to the next meeting.

6. Follow-up Hybrid Microfilm Guidance document

John suggested that recognition of Pari's participation be added to the document.

7. Website

The original idea of hosting the site on Ohio State's servers became too complicated. Dave Keener's organization is hosting the new site and he is getting ready to bring the new site up. We can have both private and public areas available on the site.

The domain ohioerc.org has been purchased.

Pari asked what address should be used for publications, such as the Yellow Book, that are nearing publication. Dan suggested using both. It was decided to use the new one and redirect from the old.

8. Follow-up/timetable for conversion of other "guidance documents" into PPT Presentations

8.1. Trustworthy Recordkeeping

The first draft is done. Dan will put it into the template. Dan felt the original document was a bit dated and asked if we need to revisit the guidance itself. It was decided that since it is more about a process later we may need to address application questions on current issues. A question was raised whether the Minnesota document that was used as a model has been updated and if there is anything from that we need to incorporate. Dan said it has not been update.



Dan may use this presentation at SOA as a trial. We may want to have a focus group in summer or fall 2010.

8.2. Websites

At the focus group we found that the presentation may be too overloaded with information.

ARMA published a standard for website records management that may be helpful in addressing the guidance and presentation. Dan asked if we want to go back and rework the guideline, including social networking, blogs, wikis, web 2.0, etc.

John Runion suggested that if ARMA has a standard we should compare the two. Dave K. commented that we could have a blending of the two.

Barbara, Marlys, Dan, and Angela volunteered to form a work group

Sharon stated that the City of Gahanna's policy is not to put any original documents on web 2.0 sites. Dan commented that you still need to manage the information even if they don't represent original documents.

8.3. ERM

John has taken responsibility for this document and asked Dave K. if he could assist from a technical aspect. Melba also volunteered to help. John will report back in April.

8.4. Databases as Public Records

Marty Susec, who originally worked on the guidance, is willing to put the PowerPoint together for us. Dan will send him the template.

Pari suggested getting someone from the AG's Public Records Unit to review the guideline before going forward. This is a big issue in public records. Pari will talk to the PRU to see what they would like to do. John suggested that we use the AG office staff as reviewers. Pari felt we need someone who is knowledgeable on case law to actually work on it.

9. Reports by Local Arrangement & Program Committees OERC Guidelines: Best Practices for Email Management and Digital Imaging

9.1. Thursday March 18: Columbus @ Riffe Center

9.2. Tuesday April 17: Dayton @ Madison Lakes Conference Center

9.3. Tuesday May 18: Elyria @ Lorain County Administration Building

A dry run was done for the municipal courts. Two speakers and a panel presented. People had a lot of questions and it was felt that we need to give more time for questions and panel. Steve said the clerks thought it went well and forwarded comments to Pari.



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We have three sessions scheduled and speakers set up. We still need help in a few areas. An onsite brochure is needed. Janice volunteered to do the onsite brochure.

John is trying to see if Cleveland ARMA will partner in Elyria. John has been in contact with Komal Gulich and will continue to talk with her. Since the location is not really in Cleveland we don't know if they are interested.

Columbus and Dayton morning sessions are both full. We have the audience we wanted. We can change our approach slightly considering the type of guest we get and how we respond to them.

John met with a vendor in Akron who commented that if we needed sponsors they would be willing and if this is something we want to think about. Dan said that since we are using federal grant money to do these presentations we can't, but it is a possibility in the future. It would require further discussion.

Steve said that the Miami Valley Communications Council offered to host the presentations later this year.

Pari thinks we should take advantage of it but we need volunteers.

Barb wondered if we could do video conferencing. Dan said he didn't know why we couldn't.

Steve felt that interaction with the audience is important, but we could always do a trial run. Dan proposed an online tutorial as another idea. Dan stated that the problem is we haven't had the resources or time to invest in this type of thing and asked if we could use a committee to write grants. Discussion ensued about other delivery methods: webinars, video conferencing, public television. Some of these could provide other means of interaction besides face to face.

In Columbus and Dayton the local ARMA chapters are providing refreshments.

We still need people to train the speakers on some aspects of how to manage the presentations - when to entertain questions, what should be said – based on the trial.

We need to send presentation and onsite material through OHRAB.

Should we ask OHRAB if money can be used to purchase a full subscription to Survey Monkey? The free version does not allow us to do some of the things necessary for the future. OHRAB may want to use it as well.

10. Other new business from the floor

An agenda item should be added for April to discuss another survey regarding RIM needs for state agencies.

The meeting was adjourned at 2:25 p.m.