



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 28 APRIL 2010

LOCATION: OHIO HISTORICAL CENTER

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

1. AGENDA REVIEW

Dan reviewed the agenda. There were no alterations.

2. APPROVAL OF MINUTES 27 JANUARY 2010

John motioned to accept the minutes as submitted.

Pari seconded

All ayes

The minutes were approved.

3. MEETINGS FOR 2010

Dan mentioned that there are two more meetings this year. Meetings are held the last Wednesday of the month.

4. MEMBERSHIP REPORT

Darren reported that four new members were introduced at the last meeting, but there are no new members for this meeting. Darren asked if the OERC wanted to add more members for the membership committee and asked anyone who is interested to let him know. The

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committee is required to track attendance and review new applications. The membership committee consists of Darren (Chair), Craig, Karen, Barb F., and Florence. Pari volunteered to be a member of the committee.

Dan asked how we fill niches that are not represented. Pari would be interested in knowing what OHRAB is trying to pull in and suggested we look at people with a technical background as well as try to present information to the K-12 area.

5. STATE ARCHIVES UPDATE

Jillian Carney gave the State Archives Update.

The State Archives is currently searching for a State Archivist. The job description is going out to several listservs. The next meeting concerning the position will be May 12. Let Jillian know of any items that should be presented.

Elizabeth Lombardo was hired as the Local Government Records Archivist.

6. WEBSITE

Dave K. installed new hardware, “bricked” the server and will start rebuilding the site, which will take about a month. By the next meeting he hopes to have the new website available. The initial setup will be forum-based and users will be able to post documents.

Darren requested that the new site be up a week before the next meeting so we can address it. Jillian can supply internet access so we can look at it during the meeting. Dan requested we get it up as soon as possible as the URL is already out there.

Dave K. can tell the system to forward and email when something new is posted. At first everything will go to Dan.

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

7.1. TRUSTWORTHY RECORDKEEPING

Dan passed out the presentation, which has been presented twice, at SOA and Columbus ARMA. Dan asked members to look over the presentation. At ARMA they were concerned that it would go over the heads of our audience and Dan asked how we could make it less technical and more accessible. Can we add case studies?

Pari suggested finding stopping points and encouraging discussion and activities. Dan noted that this changes our goal and that what we would be looking at is turning it into a workshop. Angela, who was at SOA, thinks we need the hands-on break-out sessions and that a workshop would be a better way to manage this topic. Dan agreed that our presentations have indicated we need more expanded, interactive sessions.



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Pari and John noted that the costs of such a presentation could prohibit this idea. John added that part of the goal of the presenter is to depend on their knowledge and ad lib part of the presentation, and condense the information rather than read the script. Dave K. stated that it actually makes the presentation longer when doing that. Pari felt that we have seen that this isn't a two-presentation session. We need room to expand the topics and present one at a time.

David L. suggested asking the audience for ways in which people would use the information and that could be used throughout the presentation. Pari asked if we could ask people to bring that information with them and prepare to discuss it. David noted that facts and stories used in the real world could be used throughout. He suggested we get participant emails and contact people beforehand, soliciting questions from participants.

7.2. *ERM*

John thanked Melba for her work. The committee will meet to lay out responsibilities, pull things together, and create a presentation. He expects to have product to discuss at the next meeting. John welcomed volunteers to help on the committee. Janice offered to help.

7.3. *DATABASES AS PUBLIC RECORDS*

Pari had a couple of people from the AG's Public Records Unit look at the guideline. They are interested but have not had a chance to discuss it. Pari thinks other non-AG people should take a look at it as well. Barb B., Darren and Dave L. will help.

Karen asked for clarification on the guideline. Pari said that it focuses on what is a record or not and stressed that government units are not required to create a records in response to a public records request.

Pari asked members to read the guideline and let her know if any aspects are missing. Melba suggested defining "data" and information.

8. WEBSITES/SOCIAL NETWORKING GUIDELINES

Dan sent the ARMA guidelines to those working on the website guidelines and noted that David L. has done a great deal of work on social networking. Dan asked if we need separate working groups. Angela noted that most companies have rules of use of social networking tools, but not on managing the information as records. David asked who we are targeting, what we should present, what are the constraints that we face, and how do we start and grow such a standard.

Craig observed that offices have information on who can post and what, but not on archiving. He asked how we handle things that other people post to networking sites and stated that most people are confused on their use.



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David L. noted that such sites by nature are so ephemeral and transient that they are hard to control.

Dan believed that the strongest argument can be seen from the legal perspective and stated that we need to ask who has authority to create agreements for setting up accounts. Craig said that one issue is that anyone can set up an account purporting to be representing a state agency.

David L. suggested we give organizations a flight path outlining strategies and concerns. Pari suggested that we start with a one-page document then develop the full product.

David L. will lead the subcommittee to study social networking. Members are Janice, Craig, Angela, James, and Barb B. The subcommittee's charge is to create a one-page consideration page then a large document with options, paths to take, policy, and why people would use such tools. A sample case could be used. An important component will be how to treat information as public records.

9. REPORTS BY LOCAL ARRANGEMENT & PROGRAM COMMITTEES *OERC GUIDELINES: BEST PRACTICES FOR EMAIL MANAGEMENT AND DIGITAL IMAGING*

9.1. RECAP: THURSDAY MARCH 18: COLUMBUS @ RIFFE CENTER

WGTE filmed the Columbus session and will be mounting it in the later part of May. Thanks were given to Barb F. for setting that up.

9.2. RECAP: TUESDAY APRIL 27: DAYTON @ MADISON LAKES CONFERENCE CENTER

Pari asked for volunteers to do evaluations. Marlys, Karren, and Jillian will help.

9.3. UPDATES FOR TUESDAY MAY 18: ELYRIA @ LORAIN COUNTY ADMINISTRATION BUILDING

The Elyria session is booked, but Pari said we can still get some people in, just contact her. John is presenting and Steve will take Pari's place. Sadly, the Cleveland ARMA chapter president passed away. John will contact Komal Gulich to see who we can work with. We will send our sympathies to the chapter.

Two seminars are complete with one to go. Dan observed that they have been well received.

Darren noted that it has become clear that we should match the topics better or offer individual sessions.

Pari stated that we reached the audience that we intended. Jillian will see if there has been any increased activity on the website as a result of the seminars.

When Elyria wraps up we need to discuss focusing on one topic, whether we should approach OHRAB and NHPRC about doing presentations next year, and if so how we want to go about it.



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Discussion ensued as to future seminar planning and presentation tools and formats:

- Pari: Two sessions in one day is good, but we should only do one topic. The sessions are valuable for people trying to keep up certifications, especially when budgets have been hit hard.
- Darren: Would like to see us continue to offer the seminars with some tweaking. People like the panels. He also believes we should only do one topic. We need to describe who the target audience is so they come with correct expectations.
- John: People attending are going back home requesting additional sessions at their own offices. They could offset the costs.
- David L.: What do we want to get out of the seminars? What delivery methods should we look into? Should we use the seminars to find members? What other ways can we use them besides just providing knowledge?
- Pari: Can we capture more information about attendees and target who we might want?
- David L.: We can use forums on our new website to find out what people want.
- Dan: Do we have enough people to present if we commit to do more?
- John: We would need to find out who could present, etc. before committing. We have to be open to going out and speaking.
- Barb F.: We've done a good faith effort but can't see us getting into the seminar business.
- Pari: Need to consider how much money we would need to do this considering we may lose some of the sponsorship.
- Dan: The questions coming out of the workshops can be made into an FAQ.
- Darren: Maybe we should develop and present new topics only, then film and post for future viewing.
- Angela: Could develop a yearly topic to be presented at SOA, MAC, etc .
- Melba: Our audience needs to go beyond records managers to technical people as well.
- Darren: Rather than setting up meetings ourselves, we should offer to go to other organizations and present to them.
- John: How do we go out and promote. We need a vehicle to get us out there.
- Dan: We need a long enough time to present meaningful material and need to look for those types of opportunities.
- Pari: A shorter presentation will get the word out to those who want to attend the longer ones.



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- Craig: If anyone of us could do a 45 minute presentation we could get out there and relieve some of the logistical problems of holding seminars. We should all be equipped to do it if we are asked.
- Dave K. It will make people aware of our products and the information that they need.
- Pari: We need a brochure that members can get out there to advertise our products.
- Dan: We have 10 and 30 minute versions of the presentations that we can use.
- Pari: We need to define our mission, etc., so that we can tell people why we should be listened to.
- Barb F.: Is there someone who can lead us in strategic planning?
Suggested looking at strategic planning in July
- Dan: will get a strategic planning packet and distribute it.

10. OTHER NEW BUSINESS FROM THE FLOOR

Dave Keener motioned to adjourn

Karen seconded

All ayes

The meeting was adjourned