OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 28 JULY 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	E
	Barbara Brown	✔		Angela Manella	✔
	Craig Brown	E		Florence Murray	E
	Melba Ann Fey	E		Karen Shaffer	✔
	Barbara Floyd	✔		Pari Swift	✔
	Stephen French	✔		Chris Wydman	✔
	Bob Johansen	A		James Zimmerlin	✔
Alternates:					
OHS STAFF:					
Fred Previts	Jillian Carney				
GUESTS:					
n/a					
✔ = Present; E = Excused Absence; A = Unexcused Absence					

1. AGENDA REVIEW

Chair Dan Noonan called the meeting to order at 12:30. Dan reviewed the agenda. Jillian reminded everyone that she needs to collect parking passes as we leave.

2. APPROVAL OF MINUTES 28 APRIL 2010

Several typos were noted

John motioned to accept the minutes with corrections
Darren seconded

All ayes

The minutes were approved.

3. MEETINGS FOR 2010

The next meeting will be October 27, 2010. We will need to plan out our meetings for 2011. Dan will put together a Doodle account to plan for next year. Everyone agreed that Wednesdays were still good.

4. **MEMBERSHIP REPORT**

Darren reported that Bob Johansen has missed two consecutive meetings and the membership committee will meet to discuss it.

It was decided that members could be excused if a board member is notified as well as sending a proxy. The by-laws will need to reflect this.

Dave Keener has resigned due to a heavy workload. Dave's departure represents a loss of technology expertise. Dan would like the membership committee to look at the member list and look for some IT membership.

Darren and Pari may have a City of Columbus employee interested in membership.

5. **STATE ARCHIVES UPDATE**

Fred Previts gave the State Archives Update.

The series "Just the Basics" records management workshops were given in April and May. A webinar was conducted for the first time. There were more than 150 participants.

With the State Fair OHS has increased its presence. Online resources will be demonstrated in the Bricker building.

The State Archives is participating in an Essential Records & Disaster preparedness workshop. Afterwards training will be offered throughout the state. John and Steve are both on Ohio's team. Eight 1½ hour workshops will be taken by the team then given throughout the state, sponsored by COSA.

Last week interviews were conducted with three finalists for the State Archivist position. The search committee will submit recommendations and hope a decision will be made by the end of August.

Steve asked about turnaround on RC2s. The forms go to the administrator, who logs them and distributes to staff for review. Priority may be given to RC3s due to a shorter turnaround. They still get to RC2s within a month. Specific issues can be addressed to Fred.

6. **WEBSITE**

6.1. MIGRATION STATUS

With Dave K. leaving we were not able to get the website migrated. There may be potential problems with the site residing on Dave's server. Dan will discuss with Angela O'Neal hosting the site as a wiki and using our URL. If that is not a possibility we need to look at different hosting options. Dan's preference is to do something within the next three months. We are limited with what we can do on the OHS server right now. With a wiki we would have more access. James noted that it would be best not to have too many people working on the sight as it could get messy. Dan said we can have levels of authority. We could have both public and working sections of the site. John said we should at least try OHS's resources

right now. Pari agreed that a wiki would be nice for collaboration with committees. Dan said that what content we have is easily transferable. Steve hopes the committee will make the website a high priority as we ARE the electronic records committee.

6.2. *USAGE STATS POST SEMINARS*

Jillian noted that tracking is done for everything on Ohio Junction. A new script will be written to track our stuff alone and Jillian will report in the next meeting with some stats.

7. UPDATES ON GUIDELINE DEVELOPMENT/REVISIONS

7.1. *DATABASES AS PUBLIC RECORDS*

Pari met with a small group of the subcommittee. It was decided to keep the guideline separate and to update it. It will be updated with current case law and examples. The group thought they might touch up the redaction section, but it was determined that it is fine. A separate guideline will be created for records management of databases. We won't be able to copy much from others as only short, undetailed information is found in other places. We will need to be a pioneer in developing this. If anyone comes across anything, please send it to Pari.

Pari asked for comments on her handout. Dan suggested looking at a big bucket approach to retention. Pari has to base the guideline on existing Ohio standards. Angela asked if there are corporate procedures for this, i.e. does ARMA have publications. Pari has found some Lockwood writings that she will rely on. Steve mentioned that some parts of a database may be accessible to some people and not others – for example, law enforcement and courts. There are different levels of access in Ohio. Dan asked if we are talking about just a "set of tables of data" or operational systems with databases and functionality built in. Pari is concentrating on smaller systems. Dan stressed that databases are not just Access. We need a good definition of a database. Darren noted that that will be part of the guideline.

A draft of the Databases as Public Records guideline will be available for the next meeting.

7.2. ERM

Melba will give Dan a draft of the presentation and Dan will put together slides then return for review. John said that the presentation is not yet completed as much time as been devoted to County issues. His goal is to write the speaker notes and break down the content. John should have some free time to work on it soon. John and Melba need to compare notes on the speaker's notes, slides, etc. They hope to have slides and speaker notes available for review at the next meeting.

7.3. SOCIAL NETWORKING

The subcommittee has exchanged several emails about resources and has discussed the direction and what needs to be included.

7.4. WEBSITE

Dan needs to schedule a meeting of the subcommittee.

7.5. COMMENTS ON TRUSTWORTHY RECORDKEEPING GUIDELINES PRESENTATION

Dan asked for comments and that members review the presentation for the next meeting. He asked if this needs to be a presentation or should we look at how else we can present this. How should the guideline be interpreted? How do we make it more accessible and presentable?

8. FINAL REPORT ON *OERC GUIDELINES: BEST PRACTICES FOR EMAIL MANAGEMENT AND DIGITAL IMAGING*

Pari handed out a list of those who helped and seminar statistics. We were hoping to get more school districts but were happy with the state agency turnout. Much of the statistics were as expected.

There have been several requests for seminars to be presented at agencies. Steve suggested that we could present via a subcommittee and ask for volunteers as request come in. Dan cautioned that we don't want to become an "on-demand" speakers bureau. Dan said that when we get a request we should let them know that the videos are available online.

Pari asked about branding if we go out as small groups. Dan said that if we use the ERC guidelines and presentations we should use our own branding, but we could also use the agency's branding.

Barb F. suggested that we partner with an institution of higher learning to develop a distance learning course. Chris can look into it and see what the response is.

Darren noted that it is easier to present somewhere that is already setup.

We may want to target professional organizations for their meetings.

9. STRATEGIC PLANNING

Dan provided materials to begin thinking about strategic planning and what that entails. By October we want to be able to start looking at it. We need a vision statement, a mission statement, and strengths/weaknesses/threats/opportunities. Darren asked how we would proceed. Dan suggested that we have a subcommittee develop the vision and mission and come back with a draft in October for discussion then develop goals for January. Barb F., Pari, and Darren will form the subcommittee with the charge to develop suggestions and a plan for strategic planning for October.