



OHIO ELECTRONIC RECORDS COMMITTEE
MEETING MINUTES
<http://www.OhioERC/>

DRAFT

DATE: 25 JANUARY 2011

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Dan Noonan	✓	Vice Chair:	Pari Swift	✓
Secretary:	Janice Schulz	✓	Past Chair:	vacant	
State Archivist:	Fred Previts	✓			
Members:	Marlys Bradshaw	✓		Jeffery Hissam	✓
	Barbara Brown	✓		Daniel Johnson	✓
	Craig Brown	E		Angela Manella	✓
	Jillian Carney	✓		Melissa Roach	E
	Angie Crandall	✓		Darren Shulman	✓
	Barbara Floyd	E		Nick Veathier	✓
	Kathy Forrest	✓		Chris Wydman	✓
	Stephen French	✓		James Zimmerlin	✓
GUESTS:					
✓ = Present; E = Excused Absence; A = Unexcused Absence; P = Proxy					

1. Agenda Review

Chair Dan Noonan called the meeting to order at 12:33. The agenda was accepted as presented.

2. Approval of minutes 26 October 2011

Darren motioned to accept the minutes as presented – Pari seconded - All ayes

The minutes were approved.

3. Future Meetings

The meeting for July was changed to July 11 so as not to interfere with the fair and NAGARA. The remainder of the 2012 meetings will be held in the 3rd floor conference room.

4. Membership Report

We have no new members



Kevin Loving resigned due to lack of travel support.

Pari asked anyone with a contact at DAS or OIT to suggest possible members from those organizations. Pari will encourage membership during her statewide e-discovery training for the AG's office.

5. Review of Action Items

Action items from the October meeting were reviewed and discussed.

6. State Archives Update

Pari distributed application instructions for the OHRAB grants.

A new grant program based on state income tax donations will be available. The grants will be available for local historical organizations, universities, etc. and will be awarded for projects such as care of materials, exhibits, public programs and repair.

Statehood day in March 1 and will be held at OHS. John Glenn is scheduled to speak and Governor Kasich has been invited.

7. Legal Obligations to Properly Manage Electronic Records

Darren reviewed and updated this document.

Steve motioned to approve and open discussion

Darren seconded

Discussion ensued. Pari suggested including some case law. She and Darren will work on that.

A vote was taken to approve the document with Darren's revisions. All Ayes. The revised document was approved.

8. Bylaws Approval

Pari presented an updated revision to the by-laws with several changes:

1. Proxies are eliminated. Many people do not have a person available who can serve as their proxy. While proxies hold a spot at meetings, they do not have the knowledge to participate and vote. Members serving as proxies for other members essentially get two votes.
2. No more excused/unexcused absences. It is too difficult to draw a line between the two. New ways to attend a meeting are available, such as teleconferencing and online meetings.
3. Membership expectations were added.
4. The Executive Committee now has responsibility to make membership dismissal decisions rather than the Membership Committee.
5. Members can be terminated for missing two meetings in one twelve-month period.



6. The offices of vice chair and chair now have succession rules. The Secretary can be re-elected.
7. Members of the Membership Committee will rotate annually.

Darren motioned to approve the by-laws with revisions

James second.

All Ayes – the new By-Laws were approved.

9. Administrative Procedures Approval

The new Administrative Procedures document was presented. Some changes were requested:

1. Under Responsibilities of Committee/Task Force/Team Members the second and third bullets were removed.
2. The heading “Purpose” was added to the initial paragraph

Steve motioned to approve the Administrative Procedures document with the proposed changes

Pari and Dan J. seconded

All Ayes – the Administrative Procedures document was approved.

10. Social Networking Document Approval

The draft guideline was presented. Angela M. discussed the document. The document is available for review comments on the wiki. Members should review it by February 29. The subcommittee will then make changes by March 15 and we will do an online vote on March 22.

Any web links can be sent to the subcommittee for inclusion on the webliography.

11. Subcommittee Reports

- 11.1. *Cloud Computing*: The subcommittee will begin with a tip sheet. Angie C. proposed the following topics: What is Cloud Computing, benefits & drawbacks, what to consider, how to set it up, lessons learned. The draft will be on the wiki. New subcommittee members are welcome.
- 11.2. *ERM*: The committee is currently reviewing the existing document. Janice will create two tip sheets, “The Case for Managing Electronic Records,” and “Unique Characteristics of Electronic Records.”

12. Charging New Subcommittees

Chairman Dan Noonan charged two subcommittees:

1. Guideline Review Subcommittee – Review existing guidelines and prioritize work on documents that should be updated. A report will be due at the July meeting. Chair: James; Members: Chris, Nick. Darren will consult on legal issues.



2. Databases as Public Records (recharged) – Chair: Pari; Members: Darren, Steve, AG staff

New members were chosen for the Membership Committee: Chair: Pari; Members: Kathy, Barb B., Angie M., Jillian

13. Wiki Demonstration

Dan demonstrated how to login and edit the wiki. Several members still need accounts. Dan will create them and contact each member with login information.

14. SNAP Grant

We have \$600.00 from OHRAB. We want to offer educational opportunities around the new Social Networking guideline.

The following ideas were generated:

1. Webinars
2. One central session at OHS that would be recorded and placed on the WGTE website
3. Looking to the fall for scheduling
4. Seek partnership with local ARMA chapters
5. A central session plus sessions in the North and South
6. A live session in Columbus w/ teleconferencing and streaming to satellite locations
7. Using GoToMeeting for remote distribution

Dan will investigate the possibility of a session at OHS and the technicalities of GoToMeeting. We will discuss more definite plans in April.

15. Other new business from the floor

The meeting was adjourned at 3:39 p.m.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Contact ERM program at DOE (this was regarding new membership) 	Dan
<ul style="list-style-type: none"> • Create tip sheet for interaction between RM/Legal/IT 	Pari, Jeff, Darren
<ul style="list-style-type: none"> • Research case law to include with “legal obligation” document 	Darren, Pari
<ul style="list-style-type: none"> • Review Social Networking guideline and provide comments by February 29. Draft guideline is available at http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Social_Media_Guidelines - IN PROGRESS. Contact Dan if you need an account. 	Everyone
<ul style="list-style-type: none"> • Rework Social Networking guideline based on comments by March 15 (an 	Social Media



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online vote to approve will be available around March 22.)	subcommittee
<ul style="list-style-type: none">Send any web links regarding social networking to subcommittee for inclusion on the weblibliography (http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Weblibliography)	Everyone
<ul style="list-style-type: none">Create wiki accounts for members	Dan
<ul style="list-style-type: none">Discuss possibility of hosting a fall workshop and technical issues with OHS. Discuss GoToMeeting possibilities with Angie C.	Dan
<ul style="list-style-type: none">Format e-discovery tip sheet	Janice