



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

DRAFT

DATE: 25 APRIL 2012

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 | A |
| | Barbara Brown | ✓ | | Daniel Johnson | ✓ |
| | Craig Brown | A | | Angela Manella | ✓ |
| | Jillian Carney | A | | Melissa Roach | M |
| | Angie Crandall | ✓ | | Darren Shulman | ✓ |
| | Barbara Floyd | ✓ | | Nick Veathier | A |
| | Kathy Forrest | A | | Chris Wydman | A |
| | Stephen French | A | | James Zimmerlin | ✓ |
| | | | | | |
| GUESTS: | | | | | |
| John Haller, Department of Jobs & Family Services Jeff Hitch, Department of Youth Services Tejal Patel, Department of Youth Services | | | | | |
| ✓ = Present; A = Absent; M = Medical Leave | | | | | |

1. Agenda Review

Chair Dan Noonan called the meeting to order at 12:33. Agenda item #8, Contact Endorsement List, was removed. Two meetings remain in 2012. Introductions were made.

2. Approval of minutes 25 January 2012

Several typos were reported.
 Darren motioned to accept the minutes as presented – Angie C. seconded - All ayes
 The minutes were approved as corrected.

3. Future Meetings

Dan N. reminded members to keep their calendars up to date for future meetings and that the July meeting was changed to July 11 from the original date, which conflicted with NAGARA and other events. The remainder of the 2012 meetings will be held in the “new” 3rd floor conference room.



4. Membership Report

We have one new member, Chris Zappanti, head of IT at the Sugarcreek Police Department. Chris will be at the next meeting and has already volunteered for the Database subcommittee and the ERM subcommittee.

5. Review of Action Items

Action items from January were reviewed.

6. State Archives Update

COSA launched a statewide electronic records initiative last year to gather information on state electronic records programs and to identify successful models. Phone interviews were done and they will be followed by an online survey. The COSA president will be speaking at the NASCIO conference this year and Pari will speak at NAGARA. COSA hopes to secure a grant for education and training. A link to the project is on the COSA website.

(<http://www.statearchivists.org/seri/index.htm>)

OHRAB meets Friday, April 27.

The OHS now has a tax refund program. This is a matching grant program. There are three general categories of projects funded – training, historic preservation, and programs & collections. Each category has its own timeline and matching requirements. An advisory committee is developing guidelines and looking at the programs. Guidelines and applications will be available July 1 and applications will be due October 1. Reviews will be done through January and funding decisions announced February 1. The projected funding resource is \$127,000 but is expected to go a little higher. Information can be found at www.ohiohistory.org/historyfund.

7. Social Networking Document Approval

The document was reworked based on member comments and contributions. The committee went through the document in detail and extensive discussion ensued. The subcommittee will redraft the document and send it out for comment by May 25. Comments will be due by June 1. A final draft will be ready by June 8 and voting will be done at our next meeting on July 11.

8. Contact Endorsement List – removed from agenda

9. Subcommittee Reports

9.1. *Cloud Computing*: The subcommittee has a cloud computing brainstorm on their committee page.

(http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Cloud_Computing_Brainstorm). Friday, May 11 is their deadline for development and making changes to the wiki. Please take a look at their committee pages and send comments to the group. A longer report will be available at the July 11 meeting.

9.2. *Databases*: No report

9.3. *ERM*: No report



9.4. *General Schedules:* Pari will send report

9.5. *Prioritization:* The committee will have something to report on July 11. They will analyze and prioritize documents for review and decided if we need to do tip sheets on those that do not currently have a tip sheet. Trustworthy Information Systems is an enormous document and will probably be addressed last.

10. Lessons Learned

This grew out of the Cloud Computing subcommittee's work. Should we have a "lessons learned" page or sections of our guidelines for lessons learned? Can this be something that we and others can contribute through the wiki? Should it be a formal charge to create, track and populate a lessons learned document?

Darren suggested making this part of each document. James suggested a public forum. Dan N. did not know if OHS had the capability of a public feed for a forum, but will check on it. Dan J. suggested setting up an email account for public comment.

11. Listserv

Skipped due to time constraints.

12. OHRAB SNAP Grant 2012

OhioERC will offer two half day sessions on social media in Columbus. The sessions will consist of mini presentations by OhioERC members, and small group discussions. A possibly three topics will be presented.

We hope to have the sessions taped and put on the website. A sample plan will be created as a companion piece and take-away for seminar participants. Approximately 50 participants will be planned for each session, depending on room capacity.

We would like to do this on October 24, replacing our normal meeting. Fred will check on room capacity and availability for the new OHS 3rd floor conference room. Alternatively, Dan N. will check on rooms at OPERS or the Fawcett Center.

A steering committee was put together made up of Pari, Darren, and Janice. Pari will outline tasks and get volunteers.

13. Other new business from the floor

Pari motioned to adjourn, Darren seconded. All Ayes. The meeting was adjourned at 3:40 p.m.

| ACTION ITEMS | |
|--|--------------------------------|
| TASK | MEMBER(S) |
| <ul style="list-style-type: none">Create tip sheet on records lifecycle/reworking existing | Social Networking Subcommittee |



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

| | |
|--|--------------------------------|
| <ul style="list-style-type: none"> • policies to fit social networking/retroactively assessing implications of RM as applied to social networking | |
| <ul style="list-style-type: none"> • Put new draft social networking document out by May 25 for review | Social Networking Subcommittee |
| <ul style="list-style-type: none"> • Review social networking draft and send comments by June 1 | All members |
| <ul style="list-style-type: none"> • Provide final draft of social networking document by June 8 | Social Networking Subcommittee |
| <ul style="list-style-type: none"> • Vote on social networking document by July 11 | All members |
| <ul style="list-style-type: none"> • Check on OHS room capacity and availability for October 24 seminar | Fred |
| <ul style="list-style-type: none"> • Comments to Darren on Sample Plan for Social Media Engagement to be used during seminar | All members |
| <ul style="list-style-type: none"> • Outline tasks for October seminar and recruit volunteers | Pari |
| <ul style="list-style-type: none"> • Investigate capabilities of OHS site for interactive feeds | Dan N. |
| <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 |