FINAL

DATE: 11 JULY 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	✔
	Barbara Brown	✔		Daniel Johnson	✔
	Craig Brown	A		Angela Manella	✔
	Jillian Carney	✔		Melissa Roach	M
	Angie Crandall	✔		Darren Shulman	✔
	Barbara Floyd	✔		Chris Wydman	✔
	Kathy Forrest	✔		Chris Zappanti	✔
	Stephen French	A		James Zimmerlin	✔
GUESTS:					
Pamela Watkins, Department of Public Safety					
✔ = Present; A = Absent; M = Medical Leave					

1. **Agenda Review**

   Chair Dan Noonan called the meeting to order at 12:33. Introductions were made.

2. **Approval of minutes 25 April 2012**

   Several typos were reported.
   Barb B. motioned to accept the minutes as presented – Marlys seconded - All ayes
   The minutes were approved as corrected.

3. **Future Meetings**

   We have one more meeting scheduled this year. Our October meeting date will be used for our training session on the new social media guideline.

   We will discuss and present meeting dates for next year after finding out dates for OHRAB meetings.

4. **Membership Report**

Nick resigned his membership due to staffing issues at his office.

5. **Review of Action Items**

- The social media document is ready for a vote.
- The OHS conference room is available for our October workshop.
- The sample plan for social media engagement is ready.
- An outline for the October workshop has been developed.

6. **State Archives Update**

- The second phase of CoSA's State Archives Electronic Records Initiative continued in June with a digital archives survey.
- Beginning in July OHS will roll out a new online collections catalog. Information can be found at http://ohsweb.ohiohistory.org/portal/collections-p.shtml.
- The OHS history fund grant program is moving along. Guidelines are on the website (www.ohiohistory.org/historyfund) along with an 'Intent to Apply' survey. The application form will be posted shortly. The fund totaled $147,000 at the end of June.

7. **Social Networking Document Approval**

A final draft with all comments incorporated was presented by the subcommittee for discussion and approval. Pari indicated minor changes to be made in the "Implementation of Retention Policy," "Duplication of Content," and "Legal Issues" section. Dan N. indicated that the "Records Management Challenges" should be numbered rather than bulleted. The title of the document was determined to be *Social Media: The Records Management Challenge*.

Dan asked for a motion to approve the guideline with the edits. Pari motioned, Janice seconded. The members voted with all ayes. The guideline was approved. Janice will format the new guideline after the changes have been incorporated.

8. **Subcommittee Reports**

8.1. *Cloud Computing:* Angie C. presented a 2-sided, question-based tip sheet with graphics, which is available on the website. Pari suggested adding how records are removed from a redundant situation. A final draft of the guideline will be presented at the January meeting.

8.2. *Databases:* Pari is having trouble getting her subcommittee members to respond. At this point she wants to focus on the general schedules and but databases on hold.

8.3. *ERM:* Janice put two tip sheets as well as the commented guideline on the subcommittee workspace at http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Electronic_Records_Management for review. Members were asked to review the tip sheets and provide comments to Janice by August 1. A final draft of the guideline will be

available at the January meeting. Fred will review the "Transfer to Archives" section of the guideline.

8.4. *General Schedules:* The subcommittee reviewed retention schedules specific to IT departments from other states and universities and put the information into a spreadsheet. The comparison is nearly completed and the subcommittee will move on from there to propose additions, deletions, edits, and updated retention periods for Ohio's schedule.

8.5. *Prioritization:* James and Chris W. presented a report on prioritizing the review of existing guidelines. They identified two guidelines that have high priority: *Managing Web Content* and *Managing Email*. They also recommended that tip sheets be created for *Electronic Records Management, Hybrid Microfilm, Managing Email, Databases as Public Records,* and *Managing Web Content*. They further recommended an update to the webliographies and resource list to maintain relevance. James and Chris W. will review the web links. Dan will create a *Hybrid Microfilm* tip sheet. Marlys will create an *Email Management* tip sheet. A subcommittee was created to review the *Web Content* guideline. Members include Chris Z., Dan J., Angela M. James, Dan N., and Marlys. The subcommittee was initially charged to read through and provide comments to the existing guideline and provide general feedback on a direction by the January meeting. Dan N. will provide the subcommittee with the ARMA standard. A review of the *Email Management Guideline* will be addressed next year.

9. Listserv

Dan noted that changes had been made to the listserv platform at Ohio State that we use for our mailing list and wanted to make sure that everyone was still getting the posts. Everyone in attendance said they were getting mail from the list.

10. OHRAB SNAP Grant 2012

Our October meeting will be used for a workshop on the new *Social Media: The Records Management Challenge* guideline. Two three-hour sessions will be offered, one in the morning and one in the afternoon, each with a maximum of 50 attendees. James, Barb B., and Angela M. will present the guideline. The agenda was tentatively set as such:

1. Introduction
2. Presentation of guideline
3. Presentation and discussion of scenarios in small groups
4. Development of an engagement plan using the sample

Barb F. suggested organizing the small groups based on similar levels and functions. A subcommittee was created to discuss the content: Angela M., James, Jeff, Barb B., Chris Z., Darren. The content should be determined by July 20.

Barb F. will contact WGTE about filming one of the sessions and providing it online.
Dan N. will contact the Columbus ARMA chapter about refreshments. It was suggested that we could offer this presentation at one of their chapter meetings in return due to the limited availability

of seats at the actual workshops. Dan N. and Fred will look into provide jump drives with OhioERC documents to participants.

Bullets and speaker bios for promotional brochure should be provided to Janice by 8/1 so that the brochure can be created by 8/10. Janice and Pari will create a Survey Monkey registration to be available by 8/17. A "Save the Date" promotion can be started before registration is available. A regular promotional campaign will begin 9/3. PowerPoint presentations should be available 9/29. Janice will print and collate handouts. Janice and Pari will develop a Survey Monkey evaluation.

11. Other new business from the floor

Dan has a column in *The Ohio Archivist* newsletter and he also did a column for Mid-Ohio Archives. Dan asked for ideas for other topics. Pari suggested repurposing what we did for Statehood Day as a topic – Why it's important to address electronic records now.

Pari spoke of her conversation with Christian Selch and some opportunities that are now presenting themselves to improve records management in the state of Ohio. There is potential for the OhioERC to partner with the state on some RM initiatives.

Dan N. motioned to adjourn, Barb B. seconded. All Ayes. The meeting was adjourned at 3:27 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Prepare final Cloud Computing draft for January meeting	Angie C, Dan
• Prepare final ERM draft for January meeting	Janice, subcommittee
• Format the new social media guideline after the changes have been incorporated	Janice
• Review ERM tip sheets and provide comments to Janice by August 1	All members
• Review the "Transfer to Archives" section of the ERM guideline.	Fred
• Create a matrix of current subcommittees and members serving	Janice
• Check weblinks (webliographies and resource list)	James, Chris W.
• Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction by January.	Subcommittee (Chris Z., Dan J., Angela M. James, Dan N., and Marlys)

• Create Hybrid Microfilm tip sheet	Dan N.
• Create Email Management tip sheet	Marlys
• Contact WGTE about filming one of the social media workshop sessions an providing it online	Barb F.
• Develop content for social media workshop by July 20. Get bullet points and speaker bios to Janice by August 1.	Angela M., James, Jeff, Barb B., Chris Z., Darren
• Contact Columbus ARMA about refreshments	Dan N.
• Look into provide jump drives with OhioERC documents to workshop participants	Dan N., Fred