FINAL

DATE: 16 APRIL 2014

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Pari Swift	✔	**Vice Chair:**	Darren Shulman	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	Dan Noonan	✔
State Archivist:	Fred Previts	✔			
Members:	Jillian Carney	✔		Bill Lavin	✔
	Sara Clark	✔		Angela Manella	✔
	Angie Crandall	✔		Melissa Roach	✔
	Kathy Forrest	A		John Runion	✔
	Jeffery Hissem	✔		Eira Tansey	✔
	Daniel Johnson	✔		Chris Wydman	✔
	Katy Klettlinger	✔		Chris Zappanti	A
GUESTS:					
Nate Owens, Records Analyst, Office of the Attorney General					
✔ = Present; A = Absent; M = Medical Leave					

1. **Approval of Minutes 22 January 2014**

   Chair Pari Swift called the meeting to order at 12:35.

   Typos reported. Pari motioned to accept the minutes as amended – Darren seconded – All ayes.

   The minutes were approved as corrected.

2. **Membership Committee Report**

   2.1. New Members

   Darren welcomed new member, Jennifer Heapy from the Dayton Metropolitan Housing Authority. She will be at the next meeting.

   Angie C. suggested asking retired committee members and other experts who are looking to stay engaged that might like to be subcommittee members and contribute to some of the guideline writing. Pari will think of some names and reach out to them. Dan N. suggested we could put them in an "alumni section" on the website. John volunteered to help look at old minutes.

   Darren reminded us that we can attend meetings over the phone if we are unable to make it in person.

3. **State Archives Update**

- OHRAB announced its 2014 re-grant recipients. They are listed at http://www.ohrab.org/grants/regrant/ .
- Jillian attended the SERI Electronic Records Training Institute in Richmond, Va. in March.
- The State Archives is creating an Action Plan. Pari asked if Fred would share when done.
- CoSA and SERI are hosting webinars. The next one is May 13, 2014 on Email Preservation Tools.

4. **Report on NAGARA E-Records Forum**

There were a wide range of participants from all over the state. About 150 attended. The forum got the conversation started about what issues need addressed. NAGARA was happy with the outreach achieved. Pari was happy with the venue. Thanks to OHRAB, several of the speakers received mileage reimbursements. John congratulated Pari on a great job. It was agreed that this might be worth doing again.

5. **Subcommittee Reports and Action Items**

   5.1. *Email User Tip Sheet*

   Suggestions were made. Sara and John will send out final revision on May 1, 2014. Members will then review, comment, and vote.

   5.2. *Metadata Tip Sheet*

   No progress.

   5.3. *Tour of Working Area for Current Documents*

   Members will send Gmail addresses to Angela M. She will create a Google Drive account, index to control documents, and activate change tracking and joint editing.

   5.4. *Review of merged IT Project Checklists*

   No progress.

   5.5. *Case Law for Inclusion on Website*

   Chris W. created new Case Law section under Resources. He will integrate Sara's list and summaries with states added: Sara – AG opinions, Chris - social media, Nate – RIM, and Darren – e-discovery.

   5.6. *Google Analytics*

   There were 1039 visitors since last meeting, 774 unique visitors, and 2517 page views. Most were from the Columbus area. Eira will make a spreadsheet to track trends.

   5.7. *Total Cost of Ownership*

   Nate will take over subcommittee from Darren. He sent emails to rest of subcommittee on Monday. He has a working bibliography of sites and is looking to create a tool for people to use to help them make records decisions.

5.8. Electronic Records Management

5.8.1. Preservation

Janice is 75% done and sent an outline. New sections are highlighted in yellow. Committee made suggestions to flesh out outline. Angela M. and Darren will see how this ties into new matrix.

5.8.2. Record Keeping Systems

Kathy changed record keeping to records management and fixed typos. Dan J. will take around his office for opinions. He has some issues with section 6.8 that he will update and work with Kathy.

Eira will make a tip sheet(s) for negotiating functions and requirements, and developing good RFP's. Dan N. and Angela M. will be reviewers.

5.8.3. Intro

Darren will send to Angela M. for renumbering and breaking up in workspace..

6. **DataOhio Update**

The four DataOhio bills (H.B. 321-324) may be on hold. A portion of H.B. 59 may make these bills redundant.

7. **Other New Business from the Floor**

Jillian motioned to adjourn, Marlys seconded. All ayes. The meeting was adjourned at 3:45 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• ERM – Intro – send to Angela M. for renumbering and breaking up in workspace	Darren
• ERM - Preservation	Janice
• ERM – Preservation – see how new sections tie into matrix	Angela M., Darren
• ERM – Recordkeeping	Dan J. will get other opinions and update and work with Kathy
• ERM – Resources & Webliography	Chris W.
• Needs a subcommittee to help track future changes to webliographies and resource list.	Chris W.
• Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction. (on hold)	Darren, Chris Z., Dan J., Angela M. James, Marlys

• Look at E-mail Management Guidelines (on hold)	Dan N., Chris Z., Angie C.
• E-mail User tip sheet – final revision and vote May 1, 2014	Sara, John, all members
• Google Analytics update.	Jillian
• Export Google Analytics as CSV to Eira.	Jillian
• Create spreadsheet based on Google Analytics.	Eira
• E-mail Management Case study	Chris Z.
• Cloud Computing Guideline draft (on hold)	Angie C., Dan N.
• Add case law with small summaries and states to case law section on website – examples of scary cases, settlements, cautionary tales, lawsuits, case studies from ARMA, social media snafus	All members send case law to list/Chris W. Sara will add summaries to her list of AG opinions. Chris W. = social media, Nate = RIM, Darren = e-Discovery
• Keep tabs on DataOhio H.B. 321-324 and H.B. 59	Pari, Sara
• Reach out to David Lansbergen for DataOhio info	Dan N.
• Metadata Tip Sheet	Pari, Angela M., Angie C.
• Total Cost of Ownership	~~Darren~~, Nate, Katy, Angela M., Daniel J., Jeffery
• Records Custodian - Archives	Send copies of documents to Fred
• Create working area for current documents (Google Drive), set up index, activate change tracking and joint editing	Angela M.
• Send Gmail addresses to Angela M. if we haven't already	All members
• Send OhioERC documents to Angela M. for current working area.	Dan N.
• Merge checklists – OSU, Miami, etc.	Dan J.
• Look through old Minutes for retired members that might like to do subcommittee work.	Pari, John
• Check numbers for speaker mileage reimbursement for NAGARA e-Records Forum	Fred
• Send slides from Michigan e-Records Forum	Pari
• Negotiating Functions and Requirements/ Developing Good RFP's Tip Sheet(s)	Eira, reviewers = Dan N., Angela M.
• Share flow chart on RFP's	Dan N.