MINUTES OF DATABASES AS PUBLIC RECORDS SUBCOMMITTEE MEETINGS

29 JUNE 2001, 2:30 P.M.

Present: Deborah Archie, Teresea Arms, Charles Arp, Frank Atkinson, LTC Duncan Aukland, Mark Barr, Sol Bermann, Diane Hoenig, Gregory Johnson, Alan Lapp, Sharon Murphy, Angelo Serra, Joseph Silver, Martin Susec, Pari Swift, Judy Walker, Tony Yankus

Absent: Ronald Beverick, Stuart Davis, Suzanne Farrar, Bob Johnson, David Landsbergen, Lauren Lubow, Deborah Swank, James Turner, Daryl Weir, Kathleen Weiss, Richard Whitehouse

    I. Members introduced themselves to the subcommittee.

    II. Arp explained the charge of the subcommittee: As it is currently worded, Ohio's public records laws may make it necessary for state agencies to make copies of entire databases in electronic form to respond to public records requests. This subcommittee will make recommendations regarding appropriate protocol in interpreting and responding to such requests.

    III. Each subcommittee member briefly shared their experiences with public records requests for databases and why they had an interest in participating on the subcommittee.

    IV. Members discussed the various approaches that the committee could take in responding to the charge.

    V. Arp invited suggestions for how the group will meet and function. Serra proposed meeting once a month, additionally as needed, and using listserv discussion as the primary way of working.

    VI. Arp suggested that the subcommittee spend July researching databases as public records. Anything of interest should be posted to the listserv.

    VII. The goal for August's meeting is to develop a list of terms that need to be defined and to begin defining those terms.

    VIII. Future meeting dates have been set for 3 August 2001, 7 September 2001, 11 October 2001 and 2 November 2001. All the meetings are to be held at 2:30 in the Archives/Library Conference Room on the 3rd floor of the Ohio Historical Society.

MINUTES OF DATABASES AS PUBLIC RECORDS SUBCOMMITTEE MEETINGS

7 SEPTEMBER 2001, 2:30 P.M.

Present: Teresea Arms, Charles Arp, Frank Atkinson, Sol Bermann, Ronald Beverick, Gregory Johnson, Sharon Murphy, Joseph Silver, Pari Swift, Judy Walker, Daryl Weir, Richard Whitehouse

Absent: Deborah Archie, LTC Duncan Aukland, Mark Barr, Stuart Davis, Suzanne Farrar, Diane Hoenig, Bob Johnson, David Landsbergen, Alan Lapp, Lauren Lubow, Angelo Serra, Martin Susec, Deborah Swank, James Turner, Kathleen Weiss, Tony Yankus

   I.   Charlie Arp started the meeting of the sub-committee at 2:35 with a welcome and introductions. Discussion followed on which terms need to be defined. Those terms are listed below. Subcommittee members discussed at length the processes their offices currently use to respond to requests for databases. Joe Silver from the Ohio Department of Job and Family Services sketched out the decision making process ODJFS uses to respond to public requests for databases. The decision making process that ODJFS uses may provide the sub-committee with an model for the product the sub-committee needs to construct.

   II. Arp said he would utilize a technical glossary to identify definitions for the terms listed below and would post the definitions to the listserv for comment. The definitions will include "Also Known As" references indicating other names that are used. Arp ended the meeting at 4:00 p.m. with a request that the subcommittee become more active on the list.

   III. The next meeting of the database subcommittee will be held on Thursday, 11 October 2001 in the Archives Library Conference Room at the Ohio Historical Center.

DEFINITIONS

Query or Search- a question, often required to be expressed in a formal way. In computers, what a user of a search engine or database enters is sometimes called the query. A database query can be either a select query or an action query. A select query is simply a data retrieval query. An action query can ask for additional operations on the data, such as insertion, updating, or deletion.

Customized query or search

Database - A database is a collection of data that is organized so that its contents can easily be accessed, managed, and updated. Databases contain aggregations of data records or files. The most prevalent type of database is the relational database, a tabular database in which data is defined so that it can be reorganized and accessed in a number of different ways. A distributed database is one that can be dispersed or replicated among different points in a

network. An object-oriented programming database is one that is congruent with the data defined in object classes and subclasses.

Relational database - A relational database is a collection of data items organized as a set of formally-described tables from which data can be accessed or reassembled in many different ways without having to reorganize the database tables. The standard user and application program interface to a relational database is the structured query language (SQL). SQL statements are used both for interactive queries for information from a relational database and for gathering data for reports.

In addition to being relatively easy to create and access, a relational database has the important advantage of being easy to extend. After the original database creation, a new data category can be added without requiring that all existing applications be modified.

A relational database is a set of tables containing data fitted into predefined categories. Each table (which is sometimes called a relation) contains one or more data categories in columns. Each row contains a unique instance of data for the categories defined by the columns. The definition of a relational database results in a table of metadata or formal descriptions of the tables, columns, domains, and constraints.

Tuple (database record) - A record is a collection of data items arranged for processing by a program. Multiple records are contained in a file or data set. The organization of data in the record is usually prescribed by the programming language that defines the record's organization and/or by the application that processes it. Typically, records can be of fixed-length or be of variable length with the length information contained within the record.

Field - a defined area within a record. This definition includes a field name, a format (e.g. char, long, int), and sometimes a length.

Report - Formatted output that takes its data from a query that was run against a database. Reports may include summary information and special formatting for the information displayed within the report.

Column - A vertical list of fields from multiple records.

View –

Table –

Forms –

Proprietary formats/software –

Level of documentation necessary to use data –

How data is defined –

Media –

File –

Data Set –

Row -

MINUTES OF DATABASES AS PUBLIC RECORDS SUBCOMMITTEE MEETINGS

11 October 2001, 2:30 p.m.

Present: Teresea Arms, Charles Arp, Frank Atkinson, LTC Duncan Aukland, Sol Bermann, Ronald Beverick, Gregory Johnson, Sharon Murphy, Angelo Serra, Pari Swift, Judy Walker, Daryl Weir, Richard Whitehouse

Absent: Deborah Archie, Mark Barr, Dennis Berg, Stuart Davis, Suzanne Farrar, Diane Hoenig, Bob Johnson, David Landsbergen, Alan Lapp, Lauren Lubow, Joseph Silver, Martin Susec, Deborah Swank, James Turner, Kathleen Weiss, Tony Yankus

    I.   Charlie Arp started the meeting at 2:30 with a welcome and introductions. Arp also stated that his goals for the meeting were to make any necessary changes to the proposed guidelines, post them to the Listserv by 17 October, allow one week for additional comments and then vote on the final draft to be presented to the Electronic Records Committee on 13 November.

    II.   Discussion on suggested changes and additions to the proposed guidelines followed. Daryl Weir suggested adding a recommendations section to the guidelines that would give suggestions as to how to comply with the guidelines. Arp asked Weir if she would draft the recommendations.

    III.   It was agreed that it was not necessary to meet in November. The remaining work will be completed via the listserv.

MINUTES OF DATABASES AS PUBLIC RECORDS SUBCOMMITTEE MEETINGS

10 DECEMBER 2001, 1:00 P.M.

Present: Charles Arp, Frank Atkinson, David Landsbergen, Sharon Murphy, Angelo Serra, Martin Susec, Pari Swift, James Turner, Judy Walker, Richard Whitehouse

Absent: Deborah Archie, Teresea Arms, LTC Duncan Aukland, Mark Barr, Sol Bermann, Ronald Beverick, Dennis Berg, Stuart Davis, Suzanne Farrar, Diane Hoenig, Bob Johnson, Gregory Johnson, Alan Lapp, Lauren Lubow, Joseph Silver, Deborah Swank, Daryl Weir, Kathleen Weiss, Tony Yankus

I. The subcommittee was called together to discuss changes made by Susec to the Databases as Public Records Guidelines.

II. Each suggested change was discussed by the subcommittee and changes were made to the document as they were agreed upon.

III. The subcommittee also agreed that a footnote needed to be added that presented the legal definition of a record versus the definition of a database record. It was felt that this distinction was necessary to accommodate both public officials and information technology professionals.

IV. The subcommittee felt that it would be good to add a statement to the document that explained that the guidelines were written based on current law and case law and could be subject to change as more litigation comes to pass.

V. The subcommittee will vote on the new draft via the listserv. Once it has been approved by the subcommittee, it will be presented to the ERC for approval.

Addendum: On 19 December 2001, members of the subcommittee approved the Databases as Public Records Guidelines with 17 members voting to accept the guidelines, 1 voting to reject the guidelines and 10 members abstaining. The database guidelines will be forwarded to the Electronic Records Committee for approval.