



OHIO ELECTRONIC RECORDS COMMITTEE
MEETING MINUTES
OhioERC.org

DATE: 15 JULY 2015

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:						
Chair:	Darren Shulman	✓	Vice Chair:	Chris Wydman	✓	
Secretary:	Marlys Bradshaw	✓	Past Chair:	Dan Noonan	✓	
State Archivist:	Fred Previts	✓				
Members:	Jillian Carney	A		Katy Klettlinger	A	
	Sara Clark	✓		Bill Lavin	✓	
	Jennifer Heapy	A		Nathan Owens	✓	
	Jeffery Hissem	✓		Melissa Roach	A	
	Jeff Hitch	A		John Runion	✓	
	Daniel Johnson	✓		Eira Tansey	✓	
	GUESTS:					
✓ = Present; A = Absent; M = Medical Leave						

1. Approval of Minutes 15 April 2015

Chair Darren Shulman called the meeting to order at 12:31 pm.
 Sara motioned to accept the minutes – Eira seconded – All ayes.
 The minutes were approved.

2. Membership Committee Report

Michael resigned due to a job change.

3. Fall Seminar

3.1. OHRAB Grant Application Update

We have received a \$1000 grant to use by end of 2015.

3.2. Programming Committee

3.2.1. Dates/Location

The seminar will be October 28, 2015 at the State Library of Ohio and will be in lieu of our meeting. The afternoon session will be a repeat of the morning session.

Sara asked who the target audience was and Dan N. said local and some state.

3.2.2. Finalize Agenda/Speakers/Program



- 3.2.2.1. Overview of Competitive Selection
- 3.2.2.2. RFP process [Dan N.].
- 3.2.2.3. How to go through the responses you get.
- 3.2.2.4. Attorney General's Case Study [Nate/Pari]

The seminar will be called Your Seat at the Purchasing table: a Records Management Point of View.

- 1. Records considerations come with any purchasing project – Dan N.
- 2. Specific applications of RFP's – Dan N.
- 3. Case study – Pari evaluating RFP, Nate implementing RFP.

Registration = 8:30-9:00am. Number 1 and 2 = 9:00-9:45am. Q&A = 9:45-10:00am. Break = 10:00-10:15am. Number 3 = 10:15-11:45am. Q&A 11:45-12:00PM. Repeat for second session.

3.2.3. OHRAB Grant: Flash Drives

Fred will order 170 flash drives with the grant money.

3.2.4. Publicity Plan/Sign Ups

Dan N. – Google form for registration. John R. will post on ARMA listserv. Chris will post on public management, county recorders, etc. listservs.

Nate will send fixed draft for comments by August 3. Eira will revise language.

Sara will send promo draft by August 3.

4. Subcommittee Reports and Action Items

4.1. Total Cost of Ownership

Nate has made questions and a points summary to go with report to give to supervisor.

It still needs a platform to put it on.

Total Cost of Ownership may not be best title. Fred suggested To Scan or Not to Scan: Factors to Consider Before Undertaking a Scanning Project.

Dan N. suggested changing references to total cost of ownership to “feasibility study” or “business process analysis”. Typos noted in the tool. Eira will clean up language.

5. Legislation Update

Delaware has signed up for an OpenData website.

Nate – checkbook.com is already out of date.

6. Other New Business from the Floor

Eira and San N. will be at the SAA conference in Cleveland, August 16-22.

Nate will be at NAGARA next week.



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Darren officially adjourned the meeting at 3:29 p.m.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • ERM – Intro – organize and fine tune according to matrix. 	Angela M., Chris
<ul style="list-style-type: none"> • ERM – review sections to strikeout info duplicated in Intro 	Jennifer, Marlys, Eira
<ul style="list-style-type: none"> • Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction. (on hold) 	Darren, Daniel J., Angela M., James, Marlys
<ul style="list-style-type: none"> • Look at E-mail Management Guidelines (on hold) 	Dan N., Angie C.
<ul style="list-style-type: none"> • Google Analytics update and spreadsheet/trend chart 	Jillian, Eira
<ul style="list-style-type: none"> • Cloud Computing Guideline draft (on hold) 	Angie C., Dan N.
<ul style="list-style-type: none"> • Total Cost of Ownership questionnaire – clean up and send out for comment 	Nate
<ul style="list-style-type: none"> • Install Wordpress Simple Survey 	Dan N.
<ul style="list-style-type: none"> • Records Custodian - Archives 	Send copies of documents to Fred
<ul style="list-style-type: none"> • Keep tabs on electronic records legislation 	John, Sara
<ul style="list-style-type: none"> • Make seminar flyers 	Sara
<ul style="list-style-type: none"> • Research program 	Nate, Dan N., Darren, and Eira
<ul style="list-style-type: none"> • Order flash drives 	Fred