AGENDA

- Electronic Records Milieu
- What is the OHIO ERC?
- Managing e-Mail
- Document Imaging
- Panel Discussion
**Electronic Records Milieu**

- Explosion in the use of e-recs...
- Increased public expectations...
- Increased scrutiny, legislation, accountability...
- No unified direction, advice from those who have “been in the trenches”...
  - Individual efforts continually “reinventing the wheel” wasting precious resources

**What is the OhioERC?**

- Electronic Records Committee formed by the State Archives and OPP in 1998
  - Goal: to develop guidelines and best practices for the creation, maintenance, and long term preservation of and access to electronic records for Ohio state and local governmental agencies and other organizations
  - [Note: OPP no longer involved with ERC]
**Ohio ERC Membership**

- Diverse backgrounds and experiences
  - Academic Institutions
  - Historical societies
  - State/county/local agencies
  - Technical specialists in the public arena
- Using their knowledge to guide others around technology, policy “potholes”

**ERC Structure**

- ERC
  - Standing Subcommittees
  - Ad-Hoc Subcommittees
  - Executive
  - Membership
  - e.g. Email Management
  - e.g. Document Imaging
  - e.g. Trustworthy Systems
EXISTING GUIDANCE

- Databases as Public Records
- Log Files
- Digital Document Imaging
- Records and Archival Management of World Wide Web Sites
- Electronic Publications
- Trustworthy Information Systems
- E-mail Management
- General Schedule for Electronic Records
- ...and just adopted Hybrid Microfilm Guidelines

CURRENT EFFORTS

- Websites and Social Networking Tools
  - Items to consider when implementing/managing
- OhioERC Document Review
  - Update existing docs based on tech changes
  - Create streamlined versions for quick use
- OhioERC Subcommittees on
  - Communications
  - Training
WHAT DO WE MEAN BY “RECORD”? 

- A records is data or information in a fixed form that is created or received in the course of individual or institutional activity and (preserved) as evidence of that activity.¹

- “Records” includes any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization function, policies, decisions, procedures, operations, or other activities of the office.²

¹A Glossary of Archival and Records Terminology
Richard Pearce-Moses

²ORC 149.011 (G)

WHAT DO WE MEAN BY “RECORD”? 

- Characteristics of a record:
  - Content
  - Structure
  - Context
  - Fixity
  - Evidence of Activity
Why do we manage records?

- Legal
- Fiscal
- Administrative
- Research
- Historical

How long vs. how many?

Retention Time
- Non-Records
- Transient
- Short-Term
- Long-Term
- Permanent

Quantity
- Non-Records
- Transient
- Short-Term
- Long-Term
- Permanent
**Beware of the K > H > I® Effect...**

- Permanent Records
- Long-Term Records
- Short-Term Records
- Transient & Non-Records

**Interested in the ERC?**

http://www.ohiohistory.org/ohiojunction/erc

- Reports
- Findings
- Minutes
- Membership options