# OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

**DATE: 5 MAY 1999**                    **LOCATION: OHIO HISTORICAL CENTER**

| COMMITTEE MEMBERS | | | | | |
|---|---|---|---|---|---|
| **Chair:** | Charlie Arp | ✔ | | | ✔ |
| **Members:** | Deborah Archie | | | Elizabeth Nelson | ✔ |
| | Rae Cogar | ✔ | | Jim Orbin | |
| | Charlie Corbato | ✔ | | Donna Oxenrider | ✔ |
| | Mary Ellen Forrester | | | Greg Schneller | |
| | Laurie Gemmill | ✔ | | Jill Tatem | ✔ |
| | Rai Goerler | | | Margaret Theibert | ✔ |
| | David Landsbergen | | | Judy Walker | ✔ |
| | Betsey Lane | ✔ | | Daryl Weir | ✔ |
| | David Larso | ✔ | | Jane Wildermuth | ✔ |
| | Andrea Lentz | ✔ | | Melissa Winesburg | |
| | Jim Mendel | | | Becky Wright | |
| | Jan Neiger | | | | |
| GUESTS: | | | | | |
| Pete Bates | Tamar Galed | | Mark Schmidbauer | | |

## I. Welcome, introductions, and general remarks.

## II. Report from General Schedule for Electronic Records Subcommittee.

The recommendations were approved; the General Schedule for Electronic Records will be submitted to Dr. David Larson, State Records Administrator for his approval and inclusion in the current General Schedule for the State of Ohio.

## III. Report from the Electronic Publications Subcommittee.

Following some discussion, the Recommendation Report was approved. The report will be forwarded to the Office of Information Systems Policy &; Planning (OPP) for further implementation. OPP will make any further necessary revisions with assistance of members of the Electronic Records Committee and the Electronic Publications subcommittee.

## IV. Report from the E-mail Subcommittee.

A draft of e-mail guidelines was submitted but the appendix, which will include models for managing e-mail, is not yet complete. The appendix will include various models for managing e-mail. Once this appendix is complete, it will be posted to the e-mail listserv for further discussion and editing. It will then be posted to the ERC listserv for discussion.

- Some editing suggestions were made.

- Encryption of e-mail should be addressed in the policy.

- The Committee encouraged very active solicitation of comment on these guidelines. Focus groups will be set up to discuss draft guidelines.

- A final report and guidelines will be submitted at the next meeting of the ERC.

## V. Interim report from the Digital Document Imaging Subcommittee.

A final report and draft guidelines will be submitted at the next meeting of the ERC.

## VI. The ERC meets twice a year.

The next meeting of the ERC will be Tuesday, 14 September at 1:30 in the Archives/Library Conference Room at the Ohio Historical Center. At that meeting, the E-mail Subcommittee and Digital Document Imaging Subcommittee will report. Suggestions for further subcommittees will be discussed.

## VII. The Electronic Records Policy has been issued by the Office of Policy and Planning as OPP-030, effective May 1, 1999.

## VIII. Meeting adjourned.