



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 12 JUNE 2001

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS				
Chair:	Charlie Arp	✓		
Members:	Deborah Archie	✓		Jim Mendel
	Sol Bermann	✓		John Runion
	John Blair	✓		Mark Schmidbauer
	Galen Bock			Greg Schneller
	Kevin Callaghan			Martin Susec
	Tamar Chute	✓		Pari Swift
	Carol Crofut	✓		Jill Tatem
	Cynthia Dougherty			Carol Thomas
	Mary Ellen Forrester			Carol Volle
	Rai Goerler	✓		Judy Walker
	Yvonne Harris	✓		Daryl Weir
	Robert Keyes			Richard Whitehouse
	David Landsbergen	✓		Jane Wildermuth
	Betsey Lane			Judith Wise
	David Larson	✓		Tony Yankus
	Andrea Lentz	✓		
	Alternates:	Doug Alt		for Cynthia Dougherty
Marlane Nibert			for Jim Mendel	✓
Seetha Ravisarvkar			for Galen Bock	✓
GUESTS:				
Pete Bates	Jennifer Behrendt	Jim Buchman	Rich Hite	
Ann Jenks	Christi Liddle	Karen Shaffer		

I. Introductions and membership issues

Arp reported on the work of the membership subcommittee. The membership subcommittee is made up of Charlie Arp, Raimund Goerler, and David Larson.

Recent new members to the ERC are Sol Bermann, John Blair, Kevin Callaghan, Cynthia Dougherty, Yvonne Harris, John Runion, Martin Susec, Pari Swift, Carol Thomas, and Carol Volle.

OHS staff members Elizabeth Nelson and Laurie Gemmill were asked to resign from the ERC in order to accommodate new members. The ERC especially thanks Laurie Gemmill, the former OHS Electronic Records Archivist, for her diligence and hard work in creating the ERC web site and providing support for the work of the ERC.

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II. Working Group Reports

Arp reported that the TIS working group is reviewing the working draft of the TIS Handbook. The Handbook will be sent to the Department of Administrative Services Office of Information Systems Policy and Planning and the Ohio Attorney's General Office for comment. The ERC will vote on the TIS Handbook in August 2001.

Judy Walker reported on the work of the file management working group. The group recommended that the file management group be combined with the Records Management Application working group. The ERC accepted the recommendation and the new working group will begin meeting in summer 2001.

III. Additional Reports

Arp reported that funding requests for the Joint Electronic Records Repository Initiative have been denied because of the state's budgetary problems. Consequently, OHS will not receive the \$100,000 NHPRC grant award for the JERRI project. JERRI partners are currently considering submitting a grant application to the National Science Foundation.

Jim Buchman, State Library of Ohio, reported on the Electronic Publications Pilot Project (EP3). EP3 was an LSTA funded project that studied the issues and evaluated products for the identifying, capturing, providing access to, and preserving web based publications create by state agencies. The Project results showed that there are currently no products available on the market with the necessary functionality. The project team has recommended that work continue as a partner in OCLC's digital vault project.

Judy Walker reported that, per the recommendation of the ERC, the OHS Local Government Records Program revised the Electronic Records Management Guidelines and has made them available to local governments via the web.

Judy Walker reported on the last six months of ERC web site statistics.

ERC Main Page	7274
Email Guidelines	1642
General Schedule for E-Records	297
Imaging Guidelines	1705
Links Page	583
Records Management Guidelines	843
TIS Main Page	484

Dr. David Larson reported that state agencies will be able to file retention schedules online beginning this summer using Records Management and Information System (RIMS). This project is based on the GILS prototype developed by OHS, but does not include the metadata attributes included in that system.



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Christi Liddle reported that the Ohio Department of Insurance has investigated purchasing ForeMost, a DoD 5015.2 standard compliant Records Management Application. The Department has had several records management issues raised during discovery requests for electronic mail. The agency is hoping to purchase and implement the software in the next few months.

Arp reported that Ohio State Archives is a partner with the Minnesota State Archives in a NHPRC funded project to create workshops about XML. The project will address a critical responsibility that archives have discovered in their work with electronic records: the persistent need to educate a variety of constituencies about the principles, products and resources necessary to implement archival considerations in the application of information technology to governmental functions. Other project partners are: Delaware Public Archives, Indiana University Archives, State of Kentucky, San Diego Supercomputer Center, and the Smithsonian Institution Archives.

More information about the project is available at
<http://www.mnhs.org/preserve/records/edarchivists.html>

IV. Updating of Existing ERC Guidelines

Walker reported that the Imaging and Email Guidelines need to be updated. Small groups of two to four people will work to make recommended revisions, then submit the revisions to the ERC. The Imaging Guidelines will be updated first. The Email Guidelines will be updated after the next meeting of the ERC.

V. New Working Group

Arp reported that the ERC has been asked to convene a sub-committee to examine the issues surrounding public records requests made for state government databases. 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 sub-committee will make recommendations regarding appropriate protocol in interpreting and responding to such requests.

VI. Closing

Arp thanked Pari Swift for her work preparing for this meeting of the ERC.

The next meeting is tentatively scheduled for 13 November 2001 at 1:30pm at the Ohio Historical Center.