OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 13 NOVEMBER 2001　　　　　　　　**LOCATION: OHIO HISTORICAL CENTER**

COMMITTEE MEMBERS					
Chair:	Charlie Arp	✔			
Members:	Deborah Archie	✔		John Runion	✔
	Sol Bermann			Mark Schmidbauer	✔
	John Blair	✔		Karen Shaffer	✔
	Galen Bock			Greg Schneller	
	Kevin Callaghan	✔		Martin Susec	
	Tamar Chute			Pari Swift	✔
	Carol Crofut	✔		Jill Tatem	
	Cynthia Dougherty			Carol Thomas	✔
	Barbara Floyd	✔		Carol Volle	
	Mary Ellen Forrester	✔		Judy Walker	✔
	Rai Goerler	✔		Daryl Weir	
	Yvonne Harris			Richard Whitehouse	
	David Landsbergen			Jane Wildermuth	✔
	David Larson			Judith Wise	
	Andrea Lentz	✔		Tony Yankus	
	Jim Mendel				
Alternates:	Doug Alt	for Cynthia Dougherty			✔
GUESTS:					
Maggie Buckholz	Rich Hite		Mark Myers	Kelly Young	
Eugene Wise					

I. Introduction

II. Membership Committee Report

Arp reported on membership changes to the ERC. Betsey Lane and Robert Keyes are no longer members of the ERC. Jill Tatem has resigned from the ERC. Doug Alt will be replacing Cynthia Dougherty on the committee.

Arp asked that ERC members contact him if they would like to nominate anyone for membership.

III. TIS Working Group Report

Andrea Lentz made a motion to accept the TIS Handbook that was seconded by Barbara Floyd. The ERC voted to accept the TIS Handbook. 17 members voted yes, 0 members voted no.

Arp noted that he will be sending some additions to the TIS Handbook to the ERC for review in the upcoming weeks.

IV. Database Subcommittee Report

Arp thanked Dennis Berg, the Ohio Lottery Commission, for his work creating a draft of the Database guidelines for the subcommittee to consider.

The ERC reviewed the draft Guidelines. As there were several comments and changes to be made, the Guidelines will be revised and distributed via email to the ERC members. A vote will be taken on whether to accept or reject the Guidelines via the ERC listserv.

V. JERRI/OCLC partnership

Walker reported on the ongoing JERRI project and the resulting partnership with OCLC that will result in an OCLC product that will capture and archival web based documents.

VI. Electronic records workshops

Walker reported on electronic records workshops that have been held recently for both state and local government.

VII. Educating Archivists and Their Constituencies

Walker reported on the ongoing State Archives partnership with the Minnesota State Archives to create metadata and XML workshops for archivists and their constituencies. The ERC members are invited to attend these workshops when they are presented in Ohio next year.

VIII. Subcommittees

Arp stated that subcommittees will be meeting to discuss website management, RMA/file management guidelines, and to revise the existing imaging and the email guidelines.

The website management working group will begin working in January 2002 and should have its work completed by March 2002. When that working group is finished, another one will start work.

The next meeting of the Ohio ERC will be held on 23 May 2002 at 1:30pm in the 3rd floor Archives Library Conference Room at the Ohio Historical Center.

ADDENDUM

The ERC voted on the draft Databases as Public Records Guidelines via the ERC listserv between 10 January 2002 and 22 January 2002. Members voted on the following options:

1. Vote to accept the Guidelines as is (The draft guidelines can be viewed at http://www.ohiojunction.net/erc/databases/databasesguidelines.html)

2. Vote to accept the Guidelines revised to include recommendation #6 that reads as follows:

"Agencies should consider internally documenting the specific reasons why a records request was denied. This can be both an administrative and legal asset if the agency is asked to provide the reasoning for denying a records request."

3. Vote to reject the Guidelines

The final vote tally was:

- 12 votes "to accept the Guidelines as is"

- 12 votes "to accept the Guidelines revised to include recommendation #6 that reads as follows: 'Agencies should consider internally documenting the specific reasons why a records request was denied. This can be both an administrative and legal asset if the agency is asked to provide the reasoning for denying a records request.'"

Some members chose not to vote. Because the vote was so close, Charlie Arp, State Archivist and ERC Chair, and Judy Walker, Assistant State Archivist, abstained from the vote in order not to unduly influence the final outcome.

The ERC had never had such a close vote on any of its Guidelines and has always worked very well by consensus. We want to continue to work by consensus, yet we also want to facilitate the completion of these Guidelines. Since all the voters agreed that the Guidelines are acceptable and the deciding factor has been the suggested Recommendation #6, Charlie Arp and Judy Walker recommended via the ERC listserv that the ERC should adopt the Guidelines for Databases as Public Records without the suggestion revision.

There was one objection (submitted to Judy Walker) to this course of action via email. However, since there were not numerous objections to this recommended course of action, the ERC has approved the Databases as Public Records Guidelines as originally submitted to the ERC by the Subcommittee.