



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 27 JUNE 2002

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	Charlie Arp	✓			
Members:	Doug Alt	✓		Andrea Lentz	✓
	Deborah Archie	✓		Mary Beth Parisi	✓
	Sol Bermann			John Runion	
	John Blair	✓		Mark Schmidbauer	✓
	Galen Bock			Karen Shaffer	✓
	Kevin Callaghan	✓		Martin Susec	✓
	Tamar Chute			Pari Swift	
	Judy Cobb	✓		Carol Thomas	✓
	Carol Crofut	✓		Dino Tsiboruris	✓
	Barbara Floyd			Carol Volle	
	Mary Ellen Forrester			Daryl Weir	
	Rai Goerler	✓		Richard Whitehouse	✓
	Yvonne Harris			Jane Wildermuth	✓
	David Landsbergen	✓		Judith Wise	
	David Larson			Tony Yankus	
Alternates:					
GUESTS:					
Rich Hite					

I. Introduction

The meeting was called to order at 1:35 p.m. by Charlie Arp, State Archivist. Mary Beth Parisi is taking the place of Jim Mendel from the Supreme Court of Ohio on the ERC. Arp thanked Judy Cobb for her work with the Web-subcommittee on "Guidelines for Managing Web-site Content."

II. Report on the Minnesota Historical Society Metadata and XML Workshops

Arp talked about the Minnesota Historical Society - National Historical Publications and Records Commission grant and the resulting workshops held by MNHS staff at the Ohio Historical Society on June 17th and 18th. Several members of the ERC attended the workshops.

III. Report on the SLO/OCLC Electronic Publications Project

Judy Cobb from OCLC talked about the OCLC "Digital Archives" project and its plans. Several ERC members asked questions of Cobb during the presentation: Cobb promised

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to get back with them on some issues. Among the issues raised were how would public access be granted to agency electronic publications?

IV. Web-subcommittee Report on "Guidelines for Managing Web-site Content"

Sub-committee Chair Cobb presented the report to the ERC for acceptance. Discussion followed including the comment that implementing the "Guidelines" would be very difficult and that it was important for governmental entities to schedule both the hard-copy and electronic versions of publications. Given the length of the report Arp suggested that the ERC vote via email on the report by July 26th. The ERC agreed with this suggestion.

V. NECCC and the "Draft Email Policy"

Arp reported on his work with the National Electronic Commerce Coordinating Committee working group on email. Arp wanted the Email Policy for local government entities who do not fall under the jurisdiction of the Department of Administrative Services or the Supreme Court. Much discussion followed including numerous proposed changes to the "Draft Email Policy". Arp said he would make the changes to the "Draft Email Policy" and the ERC agreed to vote on the "Draft Email Policy" via email by July 15th.

ADDENDUM

1. "Draft Email Policy" - After much discussion and many comments by ERC members it was decided not to accept the "Draft Email Policy." Given that the goal of the ERC is to "draft policy for the creation, maintenance, long term preservation of and access to electronic records created by Ohio's state government" and that the "Draft Email Policy" was designed for local governments it was felt that the "Draft Email Policy" fell outside the scope of the ERC. Arp wrote the ERC that he would take their work on the "Draft Email Policy" as advice and assistance and thanked them for their efforts on this issue. Arp stated that OHS would post the "Draft Email Policy" on the Local Government Records web-site as an OHS product. He further stated that the goal of the ERC should be up for discussion and revision at the next ERC meeting scheduled for November 2002.

2. The "Guidelines for Managing Web-site Content" was voted on via email by the ERC on July 26th through the 31st, the ERC voted to accept the "Guidelines". On August 7th Charlie Arp wrote the National Archives of Australia seeking permission to use their publications "Archiving Websites: Guidelines for Keeping Records of Web-based Activity in the Commonwealth Government" and "Archiving Websites: A Policy for Keeping Web-based Records in the Commonwealth Government" in the creation of the ERC's "Guidelines". The National Archives of Australia graciously granted the ERC permission to use their publications.