



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 17 JANUARY 2008

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	John Runion	✓	Vice Chair:	Carol Thomas	✓
Secretary:	Pari Swift	✓	Past Chair:	Mark Schmidbauer	✓
State Archivist:	Jelain Chubb	✓			
Members:	Deborah Archie			Sharon Montgomery	
	Marlys Bradshaw	✓		Mark Morris	
	Craig Brown	✓		Florence Murray	✓
	Barbara Floyd			Daniel Noonan	✓
	Brett Gerke	✓		Jon Patterson	✓
	Romona Inskip	✓		Karen Shaffer	
	Bob Johansen	✓		Karen Sorrell	
	David Landsbergen			Dino Tsiboruris	
	Kevin Loving	✓		Chris Wydman	✓
	Nicole Merriman	✓			
Alternates:	Jerrie Amos		for Karen Sorrell		✓
	Brett Gerke		proxy for David Landsbergen		✓
GUESTS:					
Sandy Anglin	Jeff Clark				

I. Welcome and Introductions

Chairman John Runion welcomed everyone and called the OERC meeting to order.

Runion called for a motion to approve the minutes of the 20 September 2007 meeting. Carol Thomas motioned to approve and Jon Patterson seconded. The minutes were approved.

II. Membership Committee

Thomas introduced Robert Johansen as new member of the OERC. Johansen is the Information Technology Manager at the Ohio Department of Jobs and Family Services.

III. Hybrid Microfilm Subcommittee Report

Runion and Daniel Noonan reported that the approach that they feel is best for the Hybrid Microfilm guideline would be to wrap it into the Digital Imaging Guidelines instead of creating a separate product. Initial efforts by groups at the national level to address hybrid microfilm do not seem to be moving forward and none of the major players are responding to the subcommittee's attempts to contact them.

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Sandy Anglin and Mark Schmidbauer agreed to join the subcommittee.

IV. Hybrid Microfilm Presentation

Runion introduced Sandy Anglin, systems Developer at the Butler County Records Center. Anglin gave a PowerPoint presentation on issues to take into account when creating digital images with the intention to run the images to preservation microfilm. Following the presentation, the committee had the opportunity to ask questions.

V. Federal Rules of Civil Procedure

Runion had reported that the subcommittee investigating the Federal Rules of Civil Procedure had met earlier in the morning to discuss the work that Martin Susec had done in crafting a section for the OERC website on the Legal Obligation to Properly Manage Electronic Records. Susec summarized the important aspects of the Ohio Public Records Act and the Federal and State Rules of Civil Procedure.

Susec had also suggested that the OERC consider designing a mapping tool to assist state and local government officials in understanding what records they keep in electronic format and where those records can be located. Pari Swift will email the committee a link to a sample mapping tool.

VI. State Archives Update

Jelain Chubb reported that four new State Archives staff members had been added since her last report. Position descriptions for the two electronic records archivist positions are in process. State Archives staff has recently been working on addressing the issues that have come up recently involving how websites are being addressed on state retention schedules.

Chubb also provided the OERC with information on the Preserving America's Historical Record Act which would provide resources for the long-term preservation of historical records and Statehood Day 2008 at which one of the legislative priorities would be to promote a fee fund to support local government records. A few members of the OERC may be asked to participate in Statehood Day.

Lastly, Chubb informed the committee of the current situation in Missouri state government in which state agencies and officials are under executive order to retain all emails permanently.

VII. OERC Website

Swift reported that she had met recently with the Ohio Historical Society Webmaster to discuss the OERC website needs. The OERC website will be addressed in the near future and it will be capable of being edited by external volunteers. Chris Wydman and Maryls Bradshaw volunteered to assist in editing the webpages.



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VIII. Training Committee Update

Runion reported that the Training Committee met via phone on 4 January 2008. The committee laid out a plan for recruiting volunteers to create, review, and present the 10, 30 and 60 minute presentations on the various OERC guidelines. Swift encouraged those members who worked on the original subcommittees, or had expertise in certain areas to volunteer to create a presentation while those without as much expertise in a particular area could serve as reviewers. A PowerPoint template and introductory slides will be provided to each creator. The content of the presentations should be pulled from the guidelines and presenter notes should be included where additional explanation would be beneficial. Creators should start with the 60 minute presentation and reduce the content for the 30 and 10 minute versions.

The following chart describes the capacity in which each OERC member will participate:

OERC GUIDELINE	CREATOR	REVIEWER
Managing Electronic Mail	Carol Thomas	Chris Wydman, State Archives Staff
Digital Imaging	Mark Schmidbauer	Kevin Loving
Trustworthy Information Systems Handbook	David Landsbergen, Brett Gerke	David Landsbergen, Brett Gerke
Databases as Public Records	Martin Susec	Karen Sorrell
Managing Web Content	Nicole Merriman	Robert Johansen
Electronic Records Management	John Runion	State Archives Staff

*Maryls Bradshaw will serve as a general reviewer. Craig Brown volunteered to be a presenter. Daniel Noonan will assist with the Electronic Records Management and the Managing Electronic Mail.

OERC members who were not in attendance will be encouraged to volunteer in some capacity.

Creators should have a draft completed within 30 days of receiving the template. The reviewer then has two-weeks to review the presentation and send comments back to the creator. All presentations should be ready prior to the next meeting of the OERC.



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IX. Wrap-Up

The next meeting date was set for Thursday, June 19, 2008 at 1:00 at the Ohio Historical Center.

Swift announced that her term as Secretary of the OERC was expiring. OERC members interested in running for Secretary should submit self-nominations at least 30 days prior to the next meeting.