



OHIO ELECTRONIC RECORDS COMMITTEE MEETING MINUTES

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

DATE: 12 FEBRUARY 2009

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	John Runion	✓	Vice Chair:	vacant	
Secretary:	Janice Schulz	✓	Past Chair:	Mark Schmidbauer	✓
State Archivist:	Jelain Chubb	✓			
Members:	Marlys Bradshaw	✓		Sharon Montgomery	✓
	Craig Brown	✓		Mark Morris	
	Patty Davis	✓		Florence Murray	✓
	Barbara Floyd			Daniel Noonan	✓
	Stephen French	✓		Jon Patterson	
	Brett Gerke			Pari Swift	✓
	Dave Keener	✓		Karen Shaffer	✓
	Bob Johansen	✓		Darren Shulman	
	David Landsbergen	✓		Chris Wydman	✓
	Kevin Loving				
Alternates:					
GUESTS:					

I. Welcome and Introductions

Chairman John Runion thanked both OERC members and focus group participants for coming. Following introductions, Runion stated that the purpose of the meeting was to review the presentations and approve them after making any pertinent changes suggested at the meeting.

II. Approval of Minutes from 13 Nov 2009

Runion called for the minutes of the 13 Nov 2009 meeting to be approved. Stephen French made a motion to approve. The motion was seconded by Mark Schmidbauer. The minutes were approved with all in favor.

III. New Chair Election

Daniel Noonan was nominated for the position of OERC Chair. Without other nominations, Noonan was named as the next chair.

He stated that his vision for the Committee included continuing to turn guidelines and standards into training tools and making them available for access. He would also like to look at branding the ERC, wrapping up projects in progress, and studying collaboration tools.

OHIOERC: REFORMATTED 2011
PAGE 1 OF 5



Outgoing Chair John Runion will assist in the transition.

IV. ECM Collaboration Tool - SharePoint

It was proposed at the last meeting to study this collaboration tool and determine if there are standards or best practices related to it.

Dan Noonan made a presentation on collaboration tools. The two traditional tools are Electronic Document Management Systems (*EDMS*) and Electronic Content Management (*ECM*). *EDMS* grew from the imaging industry and facilitates workflow, allowing for the creation, storage, and editing of documents. Electronic Records Management Systems (*ERMS*) allows users to attach documents to rules governing retention and disposal. Documents cannot be created in such a system, only stored. *ERM* technology controls unstructured data across the enterprise.

Emerging collaboration tools include Integrated Collaboration Suite, Wikis, and blogs. SharePoint is an integrated collaboration suite, allowing full integration along with a set of authoring tools. SharePoint is certified by the Department of Defense (*DOD*) as an *ERMS*, but it cannot manage paper records well.

John asked for members to relate experiences or feedback about the use of SharePoint.

Mark Schmidbauer stated that SharePoint is good for running a smaller project or keeping records within a department with the stripped-down license that comes for free, but it is not good for large volume. He stressed that it is essential to have a good setup from the beginning. As the database grows, performance decreases. He also remarked that MatchPoint is coming to bring compliance to SharePoint.

Patty Davis is using a FileNet 8 system and SharePoint system at the same time. She said that SharePoint is a great collaboration tool for the project, but version control made it a records management nightmare. Several versions could be in existence at one time. She still uses FileNet for checking in documents.

Florence Murray agreed that SharePoint is great for document management and tracking versions, but causes problems when defining the record. Someone would have to go in and remove all previous versions, leaving only the final version as the record.

Stephen French asked how many packages there were out there like SharePoint. He said it would be important to determine who is responsible for certain things and asked how some files would be stored as records, like video and reports.

Dan Noonan asked if we need to have a committee to provide standards for systems or whether we should look at the standards the we currently have and try to include these tools.



John Runion asked for next steps. Discussion ensued as to how the ERC should address this. It was determined that it may be a good idea to bring in a speaker to educate the Committee about collaboration.

V. Update on PPT

At the last meeting, presentations were done on email guidelines and imaging guidelines. Pari received three evaluations and one email. Suggestions will be integrated into the final committee presentation. Pari will work on email and John imaging and Dan will look at the edited presentations.

A proposal was made for a branding logo to go with the guidelines and we seem to be ready to move ahead with marketing these two guidelines. We now need to cut the presentations down to ten-minute and 30-minute versions. Dan asked members to consider how to cut the 60-minute version down. The 60-minute version will be sent out to the committee and they will be put on the website.

A proposal was made to move on to creating training tools from other products of the Committee. Only two members are left on the subcommittee to address the presentations and new members need to be added to the group. All subcommittees need to be looked at to determine what members are still active and if the committees are still necessary.

Members were asked to consider where we could offer the presentations.

VI. Revisit Hybrid Microfilm Best Practices

A subcommittee had been established to study possible standards for hybrid microfilm. Members were John Runion, Dan Noonan, Craig Brown, and John Patterson. The committee created an outline and had a speaker on the topic. It is now time to create a finished standard. A draft of finished product is projected for the next meeting. Anyone with expertise in the area is invited to join the committee to replace John Patterson. David Keener volunteered. John, Dan, and Craig will all remain on the committee.

VII. Electronic Signatures (New Guidelines/Best Practice)

John asked if we want to look at a standard for electronic signatures. Is it relevant and worth pursuing? He suggested that we need to look at all of our projects to see where we stand and what we need to do to go forward.

VIII. Membership Report

Vice Chair Carol Thomas has resigned. According to the by-laws we have to fill the position. Nominations will be accepted and voted on at the next meeting. Craig Brown volunteered to handle membership committee as interim Vice Chair.



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The Committee can have up to 30 members. Current members were encouraged to talk to people about new members.

IX. State Archives Update

Budget issues are being discussed across the country and huge cuts are being made. Ohio is in a better position than it was this time three years ago. OHS took a hit in April, losing one position and not being able to fill another. The State Archives currently has seven employees plus open positions. Indications from the governor's budget divides money between core lines. Education and collections took less of a hit than others. Special mentions are made for State Archives and state & local government records. They are seeing the importance of government records.

The OHS budget will be voted on by the board on February 24, then go through the General Assembly.

Jelain stressed that OHS is not in the position to bring in electronic records *and* make them available. The Ohio Supercomputer Center is working with OHS on collaborative strategies to manage electronic records. They have better resources and may act as a repository for electronic records.

OHS is still looking for an electronic records manager. The posted salary of \$43,000 did not draw the caliber of candidate necessary for this position. Jelain asked for a base salary of \$60,000. They should be able to re-advertise for a higher salary or maybe two positions.

Sunshine Week in March 15-21. Jelain will give an interview with the editorial board of the Columbus Dispatch to talk about the issues related to public records. It is difficult to make older electronic records available due to funding. She wants to make the case that records are just as important as social services.

March 3 is Statehood Day. Information will be posted on the website.

OHS is focusing on revenue streams to support both state and local level records management programs and will present about priority issues.

X. Update for SNAP Grant to partner with OHRAB for Workshop(s)/Seminar

PAHR was introduced into the last Congress with 25 supporters. Fifty more members are needed to sign on. It would provide for \$50 million for programs across the states and \$1.7 million for Ohio, granted out on a competitive basis every year. It will be reintroduced for authorization in early March.

State & National Partnership (SNAP) grants: OHRAB is a state board interested in records management and historical records that is funded through SNAP. It can ask for money to partner with ERC to put on workshops, including travel, rentals, materials, and promotion.



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A case statement for funding has been developed. The ERC can review and discuss it at a later date. Dan passed out copies.

XI. Wrap-Up

The next meeting will be Thursday, June 11, 2009 from 1-4 p.m. at the Ohio Historical Society.