



**OHIO ELECTRONIC RECORDS COMMITTEE**  
**MEETING MINUTES**  
<http://www.OhioERC/>

**DATE: 20 JULY 2011**

**LOCATION: OHIO HISTORICAL CENTER**

**ATTENDEES:**

COMMITTEE MEMBERS:					
<b>Chair:</b>	Dan Noonan	✓	<b>Vice Chair:</b>	Pari Swift	✓
<b>Secretary:</b>	Janice Schulz	✓	<b>Past Chair:</b>	vacant	
<b>State Archivist:</b>	Fred Previts	✓			
<b>Members:</b>	Marlys Bradshaw	✓		Daniel Johnson	✓
	Barbara Brown	✓		Kevin Loving	E
	Craig Brown	✓		Angela Manella	✓
	Jillian Carney	✓		Melissa Roach	✓
	Angie Crandall	✓		Darren Shulman	E
	Barbara Floyd	✓		Nick Veathier	E
	Kathy Forrest	E		Chris Wydman	✓
	Stephen French	E		James Zimmerlin	✓
	<b>GUESTS:</b>				
✓ = Present; E = Excused Absence; A = Unexcused Absence; P = Proxy					

**1. Agenda Review**

Chair Dan Noonan called the meeting to order at 12:36.

**2. Approval of minutes 26 January 2011**

Typos were found.

Pari motioned to accept the minutes with corrections - Marlys seconded - All ayes

The minutes were approved as corrected

**3. Future Meetings**

We have one meeting left in 2011. We will discuss in October if Wednesdays still work for people.

**4. Membership Report**

4.1. Pari welcomed our new member, Melissa Roach and introductions were made.

4.2. No members were terminated.



4.3. According to the by-laws, we have term limits, but there is a desire to change that and it will be addressed in the by-law review.

Members should send names of proxies to Pari.

Two members that have just left the committee, Karen Schaffer and David Landsbergen, have made great contributions and it was proposed that we give them each a certificate of appreciation. Craig motioned to give them certificates and Angie seconded. All ayes – motion approved. Dan will create certificates for both members.

## 5. State Archives Update

The Ohio Historical Society has a wonderful new lobby.

The Archives reading room will now be open on Wednesdays. The hours are 10-5, Wednesday – Saturday. The layout of the reading room has been rearranged and duties have been consolidated to effectively work with less staff.

New disposal procedures for local government will be put in place as the result of recent legislation. Certificates for Records Disposal will be submitted according to retention schedules. A meeting with county archivists will be scheduled to determine how it will work.

## 6. Website

OhioERC.org can now be used to get to the website, now we need to work on getting the name out. Facebook and LinkedIn pages are available.

January and April minutes need to be added.

## 7. Updates on guideline development/revisions

7.1. *Tip Sheets*: Existing tip sheets have been reviewed and commented on. Janice will put them in the new format and they will be available on the website.

7.2. *Cloud Computing*: Dan has a link to OSU cloud computing guidelines. Should we work on this subject? How should we handle this subject? James asked if social media should be a subset of larger cloud computing document. Pari felt it was addressing two different audiences. It was decided to create a separate cloud document and reference the social networking document. A committee was formed with Angie C., Angie M., Dan N., Dan J., and Chris. Pari and Melissa will both provide information.

7.3. *Social Networking*: A draft is in process. Best practice links will be included. Members should take a look at the draft and go to the next meeting with comments. The draft is on the Social Networking workspace and members can sign up for notifications. It was noted that NARA language is available for social networking agreements.

7.4. *Website*: No report.



7.5. *ERM*: The committee will meet to discuss changes/reviews. Darren and Steve need to be contacted. Dan will locate and forward an E-discovery statement. Pari will work on an e-discovery tip sheet.

7.6. *Databases as Public Records/Managing Databases*: Pari needs to reconstitute the committee. Pari will create a workspace and post links, documents and an outline.

**8. Participation in Best Practices Exchange 2011**

This is an informal conference providing a setting to exchange ideas. It is made up of mostly state government and will be held October 20 & 21, 2011. We have a potential committee presentation. Tracks being considered are sustainability, access, and collaboration. Dan and Pari have discussed a program under collaboration. Barb moved to develop and fund a presentation. Angie seconded. All ayes – motion approved. Information can be found at [BPExchange.org](http://BPExchange.org)

**9. Strategic Planning**

9.1. *Approve Mission/Vision*: The Mission Statement has been approved and is on the website.

9.2. *Long Term & Short Term Goals* – To further our goals, we need to review our by-laws regarding membership, succession planning, sustainability of the committee, and continuity of membership. We need to improve project management. We need to promote the legitimacy of the committee through endorsement. Craig will send contact information for possible endorsements.

Two committees were formed:

By-law committee – Pari, Darren, Janice, Angie C.

Procedures committee – Barb F., Angie C. Marlys, Fred

The committees will present proposals at the next meeting.

**10. Other new business from the floor**

A discussion ensued on the Rhodes case and fee caps.

Chris moved to adjourn the meeting - Angie seconded – all ayes

The meeting was adjourned at 3:01 p.m.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> <li>send membership roster to Dan, add January and April minutes to the website</li> </ul>	Janice
<ul style="list-style-type: none"> <li>send name of proxy to Pari, take a look at Social Networking draft on website and come to next meeting with comments</li> </ul>	Everyone
<ul style="list-style-type: none"> <li>meet to discuss any changes necessary and next steps</li> </ul>	ERM subcommittee (Darren, Janice,



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	Chris, Steve)
<ul style="list-style-type: none"><li>• find e-discovery statement</li></ul>	Dan N.
<ul style="list-style-type: none"><li>• work on tip sheet for e-discovery, create workspace for Databases subcommittee to post links, documents and outline</li></ul>	Pari
<ul style="list-style-type: none"><li>• develop a contact list for endorsements</li></ul>	Craig
<ul style="list-style-type: none"><li>• begin work on new Cloud document</li></ul>	Cloud subcommittee (Angie C., Angela M., Dan N., Dan J.)
<ul style="list-style-type: none"><li>• complete by-law review by September 7-14</li></ul>	By-law subcommittee (Pari, Darren, Janice, Angie C.)
<ul style="list-style-type: none"><li>• complete procedure document by next meeting</li></ul>	Procedures subcommittee (Barb F., Angie C., Marlys, Fred)