



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

DATE: 26 OCTOBER 2011

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

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

1. Agenda Review

Chair Dan Noonan called the meeting to order at 12:34.

2. Approval of minutes 20 July 2011

Corrections were noted

Barb Brown motioned to accept the minutes with corrections – Angie Crandall seconded - All ayes

The minutes were approved as corrected

3. Future Meetings

Meeting dates were proposed for Jan. 25, April 25, July 18, and Oct. 24, 2012. The July 18 date conflicts with NAGARA and was changed to the 11th. The time will still be 12:30-3:30.



4. Membership Report

4.1. Pari welcomed our new members, Jeffrey Hissam and Kathy Forrest, both from the Ohio Department of Jobs and Family Services.

4.2. No members were terminated.

It was determined that only members will be listed on the website, not proxies.

5. State Archives Update

The Archives is working on changes to local government records processes as a result of the state budget bill.

The Ohio Environmental Health Association invited OHS to present on email and electronic records. There were about 60 participants. Other workshops scheduled focus primarily on changes in retention schedules.

At the Friday OHRAB meeting recipients will be chosen for the achievement award

In September grant applications for NHRC were submitted for 2012. Money is included for OhioERC workshops next year.

There is funding for regrant projects. Should know by EOY if they have been accepted.

6. Bylaws subcommittee

Proposed changes to the bylaws were shown to the committee. The following were approved:

1. Change the term “designee” to “proxy” throughout
2. Change “ERC” to “OhioERC” throughout.
3. Add new mission statement to Article II – Purpose
4. Eliminate membership terms
5. Add to membership section that if a member is separated from public service but is seeking public appointment they can remain on the committee
6. Make past chair an officer
7. Automatically move vice chair to chair position

Discussion ensued about the proposal to require committee members to submit annual activity reports and whether there was a better way to track accountability. It was decided that the subcommittee should regroup to discuss the issue.

7. Procedures subcommittee

The new procedure document was distributed. The document outlines how to implement project management with varying levels of responsibility. Members were asked to review the document and comment within two weeks.



8. Contact endorsement list

This agenda item was skipped since the list creator was not in attendance.

9. Updates on guideline development/revisions

9.1. *Tip Sheets*: Four tip sheets are online. Pari has been taking them to conferences. Members should distribute them – they are an easy way to get our information out there and bring them back to the website. Let Pari know when and where they are being used.

The “Records Manager Role in E-Discovery” tip sheet was distributed for review. It was brought up whether the term “Records Manager” would be misinterpreted as a state classification. Pari will come up with a way to specify the difference.

9.2. *Cloud Computing*: Angie C. will take over leadership; the group needs to reconvene. Angie will set up and initial meeting. The charge is to determine what other records management issues are involved in cloud computing and write a guidance document. Included should be information about contractual vs. non-contractual clouds. Nick was added to the subcommittee. The subcommittee should focus on areas that are not being addressed elsewhere.

9.3. *Social Media*: The guideline needs formatting. Within the next few weeks the subcommittee will be looking for feedback. The subcommittee has room for more members as active reviewers. Marlys and Darren will review.

9.4. *ERM*: The guideline can produce several tip sheets. Dan will send the guideline in a Word document to Janice and the subcommittee will brainstorm on possible tip sheets.

10. Participation in Best Practices Exchange 2011

Pari and Dan presented at the BPE. Some current initiatives can be found at the COSA and SERI web pages. Dan will put some project links on our website.

11. AIIM Webinar

This agenda item was skipped due to lack of time.

12. Other new business from the floor

There has been a lot of discussion about e-discovery. The state is starting to look at records management from e-discovery issues

Darren moved to adjourn the meeting – Dan J. seconded – all ayes

The meeting was adjourned at 3:44 p.m.



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ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Put draft by-laws online, setup wiki site for comments 	Janice
<ul style="list-style-type: none"> • Review new procedures document, comment by November 11 	Everyone
<ul style="list-style-type: none"> • Review e-Discovery statement for substantive changes 	Darren
<ul style="list-style-type: none"> • Add footnote to e-discovery tip sheet that “Records Manager” does not refer to a position description. 	Pari
<ul style="list-style-type: none"> • Format final e-discovery tip sheet 	Janice
<ul style="list-style-type: none"> • Contact Darren or Pari when and how tip sheets are being used. Also contact with any ideas on new tip sheets. 	Everyone
<ul style="list-style-type: none"> • Review Social Media guideline when subcommittee is ready 	Marlys, Darren (other reviewers are welcome – contact subcommittee member)
<ul style="list-style-type: none"> • Send ERM guideline in Word and University Archivist Standard to Janice 	Dan (completed)
<ul style="list-style-type: none"> • Put additional project links on the website 	Dan