



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

FINAL

DATE: 17 APRIL 2013

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Pari Swift	✓	Vice Chair:	Darren Shulman	✓
Secretary:	Marlys Bradshaw	✓	Past Chair:	Dan Noonan	✓
State Archivist:	Fred Previts	✓			
Members:	Barbara Brown	✓		Angela Manella	✓
	Jillian Carney	A		Melissa Roach	M
	Angie Crandall	✓		John Runion	✓
	Kathy Forrest	✓		Janice Schulz	✓
	Jeffery Hissem	✓		Chris Wydman	✓
	Daniel Johnson	✓		Chris Zappanti	✓
GUESTS:					
James Zimmerlin, CareSource					
Molly Rafeld, legislative aide to Ohio Rep. Mike Duffey					
Justin Yafanaro, legislative aide to Ohio Rep. Christina Hagan					
Sarah Pierce, Public Records, Attorney General's Office					
Todd Kleismit, Ohio Historical Society					
✓ = Present; A = Absent; M = Medical Leave					

1. Agenda Review

Chair Pari Swift called the meeting to order at 12:30. An Agenda Item – The DataOhio Initiative - was added as number 3. Introductions were made.

2. Approval of Minutes 11 July 2012

One typo was reported.
 Darren motioned to accept the minutes as presented – Barb seconded – All ayes.
 The minutes were approved as corrected.



3. The DataOhio Initiative – Open Government Data

Molly Rafeld and Justin Yafanaro requested feedback for Ohio Representatives Mike Duffey and Christina Hagan, who are sponsoring a series of bills for the DataOhio Initiative – Open Government Data.

- Open Data – would require state and local public agencies in Ohio to an open data standard on a moving forward basis for information published online.
 - Dan. N. pointed out that open source is not free and that the CIO in Massachusetts lost his job over it.
- Uniform Chart of Accounts – method of accounting that would provide transparency, uniformity, accountability and comparability of financial information for state and local government in Ohio.
 - Dan. N. could help with retention schedules.
- Data.Ohio.gov – would require Ohio to participate in national best practices effort by creating our own catalog, data.ohio.gov.
 - Darren suggested getting DAS into it. Molly said they are already on it.
- Local Government Information Exchange Grants – provide \$10,000 grants to local governments as a reward for going above and beyond basic open data requirements.
 - Jeffery mentioned executive order regarding transparency. Darren said that time and data can be misleading. Jeffery said that standardizing a few things less scary than saying open data. Darren suggested replacing .pdf. Angela suggested a metadata standard. Dan N. stated that open data may be a misnomer – may be documents rather than data.

Molly said that open data would allow companies to come in with value added product. Angela and Dan N. had a problem with helping them do it. Eventually replacing many public records requests would make it more appealing to local government. Angela said that standardization of retention schedules can tie in and is needed. Dan N. suggested starting with a pilot program. Angie C. said if majority use same software, it could potentially go from there.

4. Meetings for 2013

Future meetings are July 17, and October 16 from 12:30-3:30 pm in the Third Floor Classroom.

5. Membership Committee Report

Darren reported no new members, but does have two leads.

4.1 Membership Criteria Discussion:

Darren asked if we want to allow members from non-profits. We would need to change the bylaws to do so. Pari was worried about lobbying from these groups. Angie C. suggested that we could limit the number of members from these types of groups, possibly to two. Darren said he would draft an updated bylaw. Voting would be by e-mail.



6. State Archives Update

- OHRAB meets April 26, 2013. 28 institutions requested \$43,000. \$11,000 was awarded due to budget cuts. Eight institutions have been awarded Regrant funding. The list is available at: http://ohsweb.ohiohistory.org/ohrab/index.php?title=Re-grants_SNAP_Grant_Committee .
- SERI - Council of State Archivists State Electronic Records Initiative
<http://www.statearchivists.org/seri/index.htm>
 - Strategic Training and Education Program
<http://www.statearchivists.org/seri/STEP/index.htm>
 - Program for Electronic Records Training, Tools, and Standards
<http://www.statearchivists.org/seri/PERTTS/index.htm>

7. Discussion of NAGARA E-Records Forum

Pari has nothing new; needs ideas on topics and speakers. Dan N. suggested outsourcing the speaker and insourcing the workshop. The subcommittee will teleconference for ideas, venue, and date.

8. Action Item Reports

- Cloud Computing tip sheet – finished.
- ERM (see below).
- Social Media Guideline formatted.
- “Transfer to Archives” section of ERM – Fred sent suggestions to Janice.
- Matrix of current subcommittees and members serving – finished.
- Check weblinks – pending.
- Web Content Guideline – Darren agreed to lead subcommittee. Dan N. dropped out. Subcommittee members will read, comment, and send to Darren.
- Hybrid Microfilm tip sheet- finished.
- E-mail Management tip sheet – Old guideline needs overhaul. Darren asked Chris Z. for a case study on what he is doing. Dan. N., Chris Z., and Angie C. will look at guidelines. Marlys will take suggestions and Dan N.’s PowerPoint slide to make a new visual, simplified tip sheet.
- NAGARA E-Records Forum Prep – Ongoing
- Google Analytics – Next Time
- E-mail Case Study – Next Time

9. Subcommittee Reports

9.1. Cloud Computing

- Do we need a full guideline? The answer was yes. Overlap – benefits of cloud computing for records management, administrative functions – pros and cons – pitfalls. Update in July.

9.2 Electronic Records Management

- Read and comment – paring down to focus on major issues – technical information needs updated – Dan N. suggested to break into separate guidelines – feedback due May 3.



9.3 Web Content review and direction

- Darren will send to committee for review.

10. Other new business from the floor

James would like to know how to help.

Pari motioned to adjourn, John seconded. All ayes. The meeting was adjourned at 3:03 p.m.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Prepare ERM draft 	Janice, Darren, Kathy, Chris W.
<ul style="list-style-type: none"> • Check weblinks (webliographies and resource list) 	Chris W.
<ul style="list-style-type: none"> • Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction. 	Darren, Chris Z., Dan J., Angela M. James, and Marlys
<ul style="list-style-type: none"> • Look at E-mail Management Guidelines 	Dan N., Chris Z., Angie C.
<ul style="list-style-type: none"> • Send E-mail Management PowerPoint Slide to Marlys 	Dan N.
<ul style="list-style-type: none"> • Create E-mail Management tip sheet 	Marlys
<ul style="list-style-type: none"> • NAGARA E-Records Forum preparation – date, venue, potential speakers 	John, Barb, Darren, Pari, Kathy, Angela M., Janice, Dan J.
<ul style="list-style-type: none"> • Look into using Google Analytics to see web traffic on OhioERC website. 	Jillian
<ul style="list-style-type: none"> • E-mail Management Case study 	Chris Z.
<ul style="list-style-type: none"> • Certificate of Appreciation for Barb F. 	Dan N.
<ul style="list-style-type: none"> • Update membership bylaw and hold vote. 	Darren
<ul style="list-style-type: none"> • Cloud Computing Guideline draft 	Angie C., Dan N.