FINAL

DATE: 28 AUGUST 2013

LOCATION: OHIO VILLAGE

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	✔		Melissa Roach	M
	Sara Clark	✔		John Runion	✔
	Angie Crandall	✔		Janice Schulz	✔
	Kathy Forrest	A		Chris Wydman	✔
	Jeffery Hissem	✔		Chris Zappanti	A
	Daniel Johnson	✔			
GUESTS:					
James Zimmerlin, CareSource					
Stephen Badenhop, Union County, CARMA Executive Board					
Katy Klettlinger, Licking County Government – Records and Archives					
✔ = Present; A = Absent; M = Medical Leave					

1. **Agenda Review**

    Chair Pari Swift called the meeting to order at 12:35. Introductions were made. Janice announced that she is leaving the University of Cincinnati and will no longer be a public employee. She will still participate on the Electronic Records Management subcommittee.

2. **Approval of Minutes 17 April 2013**

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

3. **Meetings for 2013**

    The last meeting of the year is October 16 from 12:30-3:30 pm in the Third Floor Classroom.

4. **Membership Committee Report**

Darren welcomed new member Sara Clark who is from the Ohio School Boards Association.
He has a second application for Katy Klettinger in progress.

5. **State Archives Update**

- SERI - Council of State Archivists State Electronic Records Initiative
  http://www.statearchivists.org/seri/index.htm
  - o Strategic Training and Education Program
    http://www.statearchivists.org/seri/STEP/index.htm
    - An introductory Electronic Records Institute will be offered in mid-2013 to those that have not yet established an electronic records program. All participants will then attend one of two advanced electronic records institutes to be held in 2014.
- OHS sent two people to NAGARA in July, including the one-day workshop *An Introduction to Digital Curation for Public Records Professionals*.
- November 13-15, 2013: Best Practices Exchange Conference in Salt Lake City http://www.bpexchange.org/ .
- OHS History Fund grant applications are due September 5, 2013 and will be announced in February, 2014 http://www.ohiohistory.org/local-history-office/funding-opportunities/history-fund .
- NHPRC SNAP grants for next year – should hear about by January 2014. If approved, applications will be due by the end of February.
- OHRAB is seeking nominations for the Archival Achievement Award, due October 1, 2013 http://ohsweb.ohiohistory.org/ohrab/index.php?title=Awards_Committee .

6. **Discussion of NAGARA E-Records Forum**

The forum has been moved to March, 2014. We are looking for topic ideas. Pari is working with OHRAB to get $1000 in travel scholarships from the NHPRC.

6.1. Venue

- John suggested 4 possibilities – Kalihari Resorts in Sandusky , Hollywood Casino and the Zoo in Columbus, and Kings Island, near Cincinnati.

- Jeffery suggested a less flashy venue to keep costs down. Marlys suggested Holiday Inn Worthington. Pari suggested OCLC.

6.2. Topics

- Darren suggested a theme to unite topics. Jeffery thinks basic is so valuable to raise awareness and would like to give them something to take home with them. Angela M. would like us to direct participants to existing resources. Sara sees a need for workshops for beginners; big question from schools is how do we capture records. Dan N. suggested a lot of little sessions – basics, SERI, case studies (successful collaboration between records managers, IT, and Admin). Angela M. suggested an informal survey to get biggest concerns of attendees.

7. **Action Item Reports**
   - Weblinks – Chris W. updated. 1/3 were bad after 2 years – needs a subcommittee to help track and divide into sections. Dan N. suggested a Digital Preservation section. Also suggested was Trending Topics that would rotate and fall off the web page.
   - PowerPoint slides – Dan N. sent to Marlys.
   - Google Analytics – pretty low stats. Jillian will bring for every meeting.
   - Certificate of Appreciation for Barb F. – done.
   - Update membership bylaw and vote – done and approved. Jillian will help Darren update website.
   - NAGARA E-Records Forum Prep – Ongoing

8. **Subcommittee Reports**

   8.1. *Cloud Computing*
   - No draft yet.

   8.2. *Electronic Records Management*
   - Break into parts. Intro (Darren), Preservation (Janice), Recordkeeping (Kathy, Dan J.), Resources-Webliography (Chris W.). Chris W. will be the new ERM chair.

   8.3. *Web Content review and direction*
   - James commented that it is lengthy and overly technical; Storage Media may want to include Cloud; text needs cleaned up; remove publications from Intro; internal vs. external pages. Other comments were that it needs to be more overarching and leave technical information to other guidelines. Focus on issues such as domain names and potential loss of control if using an outside host.

   8.4. *Email Management and Case Study*
   - Nothing yet.

9. **Managing Government Records Directive**

   Well managed records are the backbone of good government. NARA responded with keep digital records digital. 2016 – permanent and temporary email records in manageable format. Transfer permanent records to NARA. Internal records management training for all employees. They are revising guidelines and will automate more.

   Watching new federal guidelines helps us as we can use their research. They are creating a community of interest to solve problems.

9.1. *General Electronic Records Schedules*

- NARA – new schedules, 5 year plan to revise – drafts released in May - will be in Federal Register.

9.2. *Capstone Email*

- Draft bulletin sent out May 30, 2013. Simplified automatic approach to managing e-mail. Functional approach – manage by position instead of by individual e-mail.

- Machine readable government info center for effective government – reports due by end of year.

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

Save for next time.

Jeffery motioned to adjourn, Dan J. seconded. All ayes. The meeting was adjourned at 3:13 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• ERM - Recordkeeping	Kathy, Dan J.
• ERM - Intro	Darren
• ERM – Preservation	Janice
• ERM – Resources & Webliography	Chris W.
• Check weblinks (webliographies and resource list) – done, needs a subcommittee to help track future changes	Chris W.
• 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, Marlys
• Look at E-mail Management Guidelines	Dan N., Chris Z., Angie C.
• Create E-mail Management tip sheet	Marlys
• NAGARA E-Records Forum preparation – date, venue, potential speakers	John, Barb, Darren, Pari, Kathy, Angela M., Janice, Dan J.
• Google Analytics update to see web traffic on OhioERC website.	Jillian
• E-mail Management Case study	Chris Z.
• Update membership bylaw on website.	Darren, Jillian

ACTION ITEMS	
• Cloud Computing Guideline draft	Angie C., Dan N.
• Send Best Practices Exchange info	Fred
• Find good guidance doc for accessioning e-records, send to Chris W.	Fred, Jillian
• Add caselaw section in website – examples of scary cases, think about for next meeting	All members
• Contact Ohio OpenData Reps (Mike Duffey and Christina Hagan)	Pari