



FINAL

DATE: 16 OCTOBER 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	A		Katy Klettlinger	✓
	Jillian Carney	✓		Angela Manella	✓
	Sara Clark	✓		Melissa Roach	M
	Angie Crandall	✓		John Runion	✓
	Kathy Forrest	A		Chris Wydman	✓
	Jeffery Hissem	✓		Chris Zappanti	A
	Daniel Johnson	✓			
GUESTS:					
Nate Owens, Records Analyst, Office of the Attorney General					
✓ = Present; A = Absent; M = Medical Leave					

1. Agenda Review

Chair Pari Swift called the meeting to order at 12:35. Introductions were made.

2. Approval of Minutes 28 August 2013

Typos reported. Darren motioned to accept the minutes as presented – Daniel J. seconded – All ayes. The minutes were approved as corrected.

3. Subcommittee Reports and Action Items

3.1. Electronic Records Management

3.1.1. ERM Matrix of Guideline Integration

Regroup into parts, reorganize into matrix. ERM checklist added to make parts related to broader whole. Make it less technical, more philosophical.

3.1.2. Discuss Intro to Electronic Records Management

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Jeffery would like to reorder, add partnerships with IT, Admin, section RFPs, contractors, etc. He will write up comments and send out.

Pari questioned some of the removal of items and will also write up comments.

3.2. Email Management Guideline

Email guidelines are being put on hold until the spring as we explore the idea of integrating all of our guidelines into one document while removing duplicative information contained in all of them.

Angie C. suggested alerts. Chris W. will put in Resources Section. More bloglike, newslite items at top. Pari asked if everyone okay with change. No one objected. This will avoid duplication without dropping important material.

3.3. Cloud Computing

On hold until ERM is done (spring).

3.4. Web Content review and direction

On hold until ERM is done (spring).

3.5. Email Management Tip Sheet

Add citation for [ORC 149.011\(G\)](#), [ORC 149.43](#), move storage options to back page, and reformat.

3.6. General Schedules for Information Technology record series

Comparing new Federal Schedules to Ohio Schedules – Fed is lumping more general groups together.

3.7. Google Analytics

402 unique visitors.

4. Machine Readable Default

Cleveland ARMA is in November. Send Angela M. any examples you see.

5. Meetings for 2014

Future meetings are January 22 from 12:30-3:30 pm in the Archives Library Conference Room, and April 16, July 16, and October 15 from 12:30-3:30 pm in the Third Floor Classroom.

6. Membership Committee Report

Darren welcomed new member Katy Klettinger from Licking County Government. Pari has another prospective member.

7. State Archives Update

- The fall 2013 CARMA meeting was held on Friday, October 11, 2013 at the Wood County Records Center.
- OHRAB meets 25 October 2013, Ohio Historical Center. Re grants will be awarded January 14, 2014. OHRAB is working on more grant assistance.
- CoSA and SERI are hoping to do quarterly webinars.

8. Discussion of NAGARA E-Records Forum

Looking for a date in March 2014.

Venue – OCLC. NAGARA board likes. OCLC is local and nationally known. General session room, AV included, internet wireless, dining room for lunch. Need 50 people to break even. \$99 per person. Hope to have 100 people.

9. Other new business from the floor

Metadata tip sheet from Pari's slides. Angela M. commented on the difficulty of moving metadata across systems.

Michigan did a retention schedule – document policies and decisions – metadata as part of a record.

Pari asked for bullet points from Angela M. and Angie C.

9.1. Total Cost of Ownership

Combat misconception that paperless is always cheaper. Up front vs. long term – put back in our guidelines comparison of costs (Michigan & Kentucky).

Angela M. suggested a decision tree. Darren to chair committee. Members are Nate, Katy, Angela M., Daniel J., and Jeffery.

9.2. Monitoring Stakeholder Organization

Save for next time.

9.3. Resources – Bibliography

Assign committee members to read 13 most current guidelines to see if we can use parts.

Pari motioned to adjourn, Angie C. seconded. All ayes. The meeting was adjourned at 3:05 p.m.

OHIO ELECTRONIC RECORDS COMMITTEE

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> ERM - Recordkeeping 	Kathy, Dan J.
<ul style="list-style-type: none"> ERM - Intro 	Darren
<ul style="list-style-type: none"> ERM – Intro – write up comments 	Jeffery, Pari
<ul style="list-style-type: none"> ERM – Resources & Webliography 	Chris W.
<ul style="list-style-type: none"> Needs a subcommittee to help track future changes to 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, 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"> Revise 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"> Conference call to secure NAGARA date (March 2014?) 	John, Barb, Darren, Pari, Kathy, Angela M., Janice, Dan J.
<ul style="list-style-type: none"> Google Analytics update. 	Jillian
<ul style="list-style-type: none"> E-mail Management Case study 	Chris Z.
<ul style="list-style-type: none"> Cloud Computing Guideline draft 	Angie C., Dan N.
<ul style="list-style-type: none"> Add caselaw section in website – examples of scary cases, settlements, cautionary tales, lawsuits, case studies from ARMA, social media snafus 	All members send to list/Chris W.
<ul style="list-style-type: none"> Contact Ohio OpenData Reps (Mike Duffey and Christina Hagan) 	Pari
<ul style="list-style-type: none"> Metadata bullet points 	Angela M., Angie C.
<ul style="list-style-type: none"> Guidelines comparison costs/decision tree 	Darren, Nate, Katy, Angela M., Daniel J., Jeffery
<ul style="list-style-type: none"> Read Guidelines for ERM 	Sara-FL, Nate-GA, Daniel J.-IA, Angela M.-KY1, Jillian-KY2, John/Pari-MI, Marlys-MN, Katy-NV, Dan N.-NH, Fred-NC, Angie C.-ND, Jeffery-UT, Melissa-VA