



**FINAL**

**DATE: 22 JANUARY 2014**

**LOCATION: OHIO HISTORICAL CENTER**

**ATTENDEES:**

COMMITTEE MEMBERS:					
<b>Chair:</b>	Pari Swift	✓	<b>Vice Chair:</b>	Darren Shulman	✓
<b>Secretary:</b>	Marlys Bradshaw	✓	<b>Past Chair:</b>	Dan Noonan	✓
<b>State Archivist:</b>	Fred Previts	✓			
<b>Members:</b>	Barbara Brown	✓		Bill Lavin	✓
	Jillian Carney	✓		Angela Manella	✓
	Sara Clark	✓		Melissa Roach	✓
	Angie Crandall	✓		John Runion	✓
	Kathy Forrest	A		Eira Tansey	✓
	Jeffery Hissem	A		Chris Wydman	✓
	Daniel Johnson	✓		Chris Zappanti	✓
	Katy Klettlinger	✓			
GUESTS:					
Nate Owens, Records Analyst, Office of the Attorney General					
James Zimmerlin, CareSource					
✓ = Present; A = Absent; M = Medical Leave					

**1. Approval of Minutes 16 October 2013**

Chair Pari Swift called the meeting to order at 12:30.

Typos reported. John motioned to accept the minutes as amended – Dan N. seconded – All ayes.

The minutes were approved as corrected.

**2. Membership Committee Report**

*2.1. New Members*

Darren welcomed two new members, Eira Tansey from University of Cincinnati Libraries and Bill Lavin from Cuyahoga County Government. Introductions were made.

*2.2. Member Appreciation*

Darren motioned to create a Certificate of Appreciation for Janice Schulz – Barb seconded – All ayes.

PAGE 1 OF 4

### 3. State Archives Update

- OHRAB is accepting applications for re-grants. Apply at <http://www.ohrab.org/> by February 28, 2014.
- The Ohio Historical Society celebrates Statehood Day on February 27, 2014. Erin Moriarty is the keynote speaker and OHS will be awarding check off grants.
- CoSA and SERI are hosting webinars. The next one is January 23, 2014. Pari encouraged us to check some out, especially OpenData Ohio.

### 4. Discussion of NAGARA E-Records Forum

The forum will be March 20, 2014 at the OCLC Conference Center in Dublin. Registration is at 8:30 AM. It will start at 9:00 AM and end at 4:00 PM. Cost is \$69 for NAGARA, OhioERC, and OHRAB members, and will be \$79 for everyone else. The program includes refreshments and lunch. Sessions will include “Cloud Computing: Risk and Retention”, “Total Cost of Ownership”, “E-Discovery Mock Trial”, a panel discussion, and “Don’t Let This Happen to You”.

### 5. OhioERC Records Custodian

Send copies of OhioERC documents to Fred for the Archives. Angela M. will create a working area in the wiki for current documents.

### 6. Subcommittee Reports and Action Items

#### 6.1. *Email Management Tip Sheet*

Suggestions made to focus it towards IT management. Marlys will send out final revision on January 23, 2014. We will vote on February 3, 2014. Sara and John will make a second, simpler tip sheet for the user.

#### 6.2. *Metadata Tip Sheet*

Needs broader definitions, who is audience, specific to Ohio public records law, not discovery. Rework for next meeting.

#### 6.3. *Google Analytics*

622 visitors since last meeting. 2057 page views. 702 visited the guidelines page.

#### 6.4. *Total Cost of Ownership*

No progress.

##### 6.4.1. Electronic Records Keeping Checklist

Questions to ask to make them think about it, description of application, indexes, definitions (Users, Access, Equipment, Document, Document type), template for web page, more checklists, practical questionnaire for new projects presented to IT, cost vs. value of ownership.

Dan J. will merge checklists from OSU, Miami, etc.

### *6.5. Electronic Records Management*

#### 6.5.1. Review, Discuss and Vote on ERM Reorganization, Integration, and Consolidation

Will reorganize following Angela M.'s outline.

Digital preservation – long term and permanent – pull out of Trustworthy manual.

Darren and James will combine documents, put in outline order, and pull out repetition. We will divide at next meeting, redo sections, and make assignments.

#### 6.5.2. Vote on Intro to Electronic Records Management

Changes from Pari and Angela M. – level of detail vs. ease of use.

Read guidelines – find issues/ concepts to illustrate.

Vote on revised Intro, with understanding that this will be expanded to be Intro to all. John motioned to approve – Barb seconded – all ayes.

#### 6.5.3. Preservation

Janice was working on – almost done.

#### 6.5.4. Record Keeping Systems

Save for next time.

#### 6.5.5. Report on Review of Bibliography Documents

Need examples of case law – Sara will send Attorney General examples from other states.

### **7. Membership Engagement/Statistics**

Darren made a tracking sheet that he proposed trying for a year to see how much time we spend working on projects.

### **8. Other new business from the floor**

Pari motioned to adjourn, Katy seconded. All ayes. The meeting was adjourned at 2.59 p.m.

## OHIO ELECTRONIC RECORDS COMMITTEE

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> <li>ERM – reorganize via Angela M. outline – combine docs, pull out repetition</li> </ul>	Darren, James
<ul style="list-style-type: none"> <li>ERM - Recordkeeping</li> </ul>	Kathy, Dan J.
<ul style="list-style-type: none"> <li>ERM – Resources &amp; Webliography</li> </ul>	Chris W.
<ul style="list-style-type: none"> <li>Needs a subcommittee to help track future changes to webliographies and resource list.</li> </ul>	Chris W.
<ul style="list-style-type: none"> <li>Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction. (on hold)</li> </ul>	Darren, Chris Z., Dan J., Angela M. James, Marlys
<ul style="list-style-type: none"> <li>Look at E-mail Management Guidelines (on hold)</li> </ul>	Dan N., Chris Z., Angie C.
<ul style="list-style-type: none"> <li>E-mail Management tip sheet – final revision and vote Feb. 3, 2014</li> </ul>	Marlys, all members
<ul style="list-style-type: none"> <li>E-mail User tip sheet</li> </ul>	Sara, John
<ul style="list-style-type: none"> <li>NAGARA E-Records Forum preparation – Mar. 20, 2014 at OCLC</li> </ul>	John, Barb, Darren, Pari, Kathy, Angela M., Janice, Dan J.
<ul style="list-style-type: none"> <li>Google Analytics update.</li> </ul>	Jillian
<ul style="list-style-type: none"> <li>E-mail Management Case study</li> </ul>	Chris Z.
<ul style="list-style-type: none"> <li>Cloud Computing Guideline draft (on hold)</li> </ul>	Angie C., Dan N.
<ul style="list-style-type: none"> <li>Add caselaw section in website – examples of scary cases, settlements, cautionary tales, lawsuits, case studies from ARMA, social media snafus</li> </ul>	All members send to list/Chris W. (Sara will send AG from other states)
<ul style="list-style-type: none"> <li>Contact Ohio OpenData Reps (Mike Duffey and Christina Hagan)</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Metadata Tip Sheet</li> </ul>	Pari, Angela M., Angie C.
<ul style="list-style-type: none"> <li>Guidelines comparison costs/decision tree</li> </ul>	Darren, Nate, Katy, Angela M., Daniel J., Jeffery
<ul style="list-style-type: none"> <li>Records Custodian - Archives</li> </ul>	Send copies of documents to Fred
<ul style="list-style-type: none"> <li>Create working area for current documents</li> </ul>	Angela M.
<ul style="list-style-type: none"> <li>Merge checklists – OSU, Miami, etc.</li> </ul>	Dan J.