FINAL

DATE: 6 AUGUST 2014

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Pari Swift	**A**	**Vice Chair:**	Darren Shulman	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	Dan Noonan	✔
State Archivist:	Fred Previts	✔			
Members:	Jillian Carney	✔		Katy Klettlinger	✔
	Sara Clark	✔		Bill Lavin	✔
	Angie Crandall	✔		Angela Manella	✔
	Kathy Forrest	**A**		Melissa Roach	**A**
	Jennifer Heapy	✔		John Runion	✔
	Jeffery Hissem	✔		Eira Tansey	**A**
	Michael Intranuovo	✔		Chris Wydman	✔
	Daniel Johnson	✔			
GUESTS:					
Nate Owens, Records Analyst, Office of the Attorney General					
James Zimmerlin, CareSource					

✔ = Present; A = Absent; M = Medical Leave

1. **Approval of Minutes 16 April 2014**

   Vice Chair Darren Shulman called the meeting to order at 12:35.

   Typos reported. Darren motioned to accept the minutes as amended – Bill seconded – All ayes.

   The minutes were approved as corrected.

2. **Membership Committee Report**

   2.1. New Members

   Darren welcomed new member, Michael Intranuovo. He is the Assistant University Archivist & Records Manager from Bowling Green State University. Introductions were made.

   2.2. Membership Committee Composition

   Darren needs new Membership Committee members. Chris W., Sara, and Angie C. volunteered.

3. **Proposed Membership Procedures Changes**

   3.1. Strike denying membership due to entity already having representation

   Found that no rules preclude having more than one member from an entity. No one had any objections to having more than one member from an entity.

4. **State Archives Update**

   - CoSA and SERI hosted a webinar on PERTTS (Program for Electronic Records Training, Tools, and Standards) on July 22, 2014. .
   - CoSA has a Resource Center webpage at http://rc.statearchivists.org/ .
   - The SAA-NAGARA conference, http://www2.archivists.org/conference , is August 10-16, 2014.
   - The next CoSA/SERI webinar is September 9, 2014.

5. **Subcommittee Reports and Action Items**

   5.1. Email User Tip Sheet

   More suggestions were made. Sara and John will send out final revision to list. Members will then review, comment, and vote.

   5.2. RFP Tip Sheet and Tool

   Eira put tip sheet together and Dan N. shared matrix of system requirements and checklist.

   Angela M. commented about identifying policies and procedures at your institution for RFP process and having a sign off list. Darren mentioned having a procurement expert and subject matter expert. Bill said there needs to be a pre-bid meeting. RFQ was discussed as being request for qualifications or request for quote.

   There should also be a section on evaluating proposals and mandatory vs. preferred. Nate suggested doing it as a timeline. Angie C. suggested that Procurement Tip Sheet may be a better name. A new draft will be ready by the next meeting.

   It was decided that we need an RIM 101 tip sheet to go with our ERM Introduction

   5.3. Information Technology Services Checklists

   Dan N. and Daniel J. decided that combining checklists wasn't really feasible. They will re-brand each checklist (Daniel J. with the help of James) for OhioERC use.

   It was decided that we need a Checklist Tip Sheet with these documents on the side. There also needs to be a checklist to go with the RFP Tip Sheet.

   5.4. Tour of Case Law Portion of Website

   Chris W., Darren, Sara, and Nate wrote summaries for E-Discovery, Open Meetings Act, Social Media, and Value of RIM. Chris W. added to website. Angela M. suggested links to jump to each section and Dan N. made the corrections.

   Chris W. will seek better sources for RIM Case Law and switch back to checking the webliography. He says to send him any new case law we find. Darren says he will summarize as needed. Nate will look for public (electronic) records laws and send to Chris W.

5.5. Review of IT Project Checklists

 See 5.3.

5.6. Google Analytics

There were 304 sessions 251, users, and 851 page views in the past month. Eira will update her spreadsheet for the next meeting.

5.7. Total Cost of Ownership

Still brainstorming. Nate wants to make this a decision tree. To do this he proposes monthly phone conferences and Google Drive.

5.8. Electronic Records Management

 5.8.1. Workplace tour/tutorial and assignment of responsibilities

  Not ready.

 5.8.2. Introduction

  Not ready.

 5.8.3. Preservation

  Not ready.

 5.8.4. Record Keeping Systems

  Draft sent out. Michael, Jeffery, & Nate will review. Everyone should read and comment.

 5.8.3. Report on review of Webliography documents

  See 5.4.

6. **Other New Business from the Floor**

Darren told us that terms end at the end of the year and that there will be elections of Vice Chair and Secretary in October.

Darren motioned to adjourn to workgroups, Marlys seconded. All ayes. The meeting was adjourned at 2:35 p.m.

7. **ERM Workgroup Time**

Workgroups met at 2:35pm.

ACTION ITEMS	
TASK	**MEMBER(S)**
• ERM – Intro – send to Angela M. for renumbering and breaking up in workspace	Darren
• ERM - Preservation	Janice
• ERM – Preservation – see how new sections tie into matrix	Angela M., Darren
• ERM – Recordkeeping Systems – read and comment on draft	Michael, Jeffery, Nate, everyone
• ERM – Resources	Chris W. will start checking webliography, Darren will write case law summaries as needed
• Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction. (on hold)	Darren, Daniel J., Angela M., James, Marlys
• Look at E-mail Management Guidelines (on hold)	Dan N., Angie C.
• Google Analytics update and spreadsheet/trend chart	Jillian, Eira
• Cloud Computing Guideline draft (on hold)	Angie C., Dan N.
• Keep tabs on DataOhio H.B. 321-324 and H.B. 59	Pari, Sara
• Metadata Tip Sheet	Pari, Angela M., Angie C.
• Total Cost of Ownership	~~Darren~~, Nate, Katy, Angela M., Daniel J., Jeffery
• Records Custodian - Archives	Send copies of documents to Fred
• Send Gmail addresses to Angela M. if we haven't already	All members
• Send OhioERC documents to Angela M. for current working area.	Dan N.
• Checklist tip sheet	???
• Rebrand OSU and Miami checklists	Dan N., Daniel J., James
• Look through old Minutes for retired members that might like to do subcommittee work.	Pari, John
• RFP tip sheet – revise for Oct. meeting	Eira, reviewers = Dan N., Angela M.
• Checklist to go with RFP tip sheet	???

• RIM 101 tip sheets to go with ERM Introduction	???