



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

**DATE: 15 APRIL 2015**

**LOCATION: OHIO HISTORICAL CENTER**

**ATTENDEES:**

| COMMITTEE MEMBERS:                         |                    |   |                    |                  |   |
|--|--------------------|---|--------------------|------------------|---|
| <b>Chair:</b>                              | Darren Shulman     | ✓ | <b>Vice Chair:</b> | Chris Wydman     | ✓ |
| <b>Secretary:</b>                          | Marlys Bradshaw    | ✓ | <b>Past Chair:</b> | Dan Noonan       | ✓ |
| <b>State Archivist:</b>                    | Fred Previts       | ✓ |                    |                  |   |
| <b>Members:</b>                            | Jillian Carney     | A |                    | Katy Klettlinger | ✓ |
|  | Sara Clark         | ✓ |                    | Bill Lavin       | ✓ |
|  | Jennifer Heapy     | A |                    | Nathan Owens     | ✓ |
|  | Jeffery Hissem     | A |                    | Melissa Roach    | A |
|  | Jeff Hitch         | A |                    | John Runion      | ✓ |
|  | Michael Intranuovo | ✓ |                    | Eira Tansey      | ✓ |
|  | Daniel Johnson     | A |                    |                  |   |
|  |                    |   |                    |                  |   |
| GUESTS:                                    |                    |   |                    |                  |   |
|  |                    |   |                    |                  |   |
| ✓ = Present; A = Absent; M = Medical Leave |                    |   |                    |                  |   |

**1. Approval of Minutes 14 January 2015**

Chair Darren Shulman called the meeting to order at 12:31 pm.  
 Sara motioned to accept the minutes – Eira seconded – All ayes.  
 The minutes were approved.

**2. Membership Committee Report**

Angie C. resigned due to a job change. Angela M. resigned due to leaving her job, but will still participate on the committee. Pari resigned after 15 years. Dan N. will remain Past Chair.

Dan N. moved to do certificates of appreciation. Katy seconded. All ayes.

Sara’s job title has changed. She will email the update.

*2.1. Feedback on Reporting Tool*

Dan N. made a tracking report tool. It is easy to use. He will send reminder email to use it.

**3. Fall Seminar**

*3.1. OHRAB Grant Application Update*

We have received a \$1000 grant to use by end of 2015.



### 3.2. Programming Committee

#### 3.2.1. Dates/Location

Katy checked that the State Library of Ohio can accommodate 75-120 people. It has free parking and free videoconferencing. She will talk to IT about webinar options.

Possible dates are October 14<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, or 27<sup>th</sup>.

Sara can make flyers.

#### 3.2.2. Speakers/Program

Records Keeping Tech Procurement RFP – Nate is working on a case study – 1-1.5 hours.

30 minutes on procurement in general.

Two sessions – same in morning and afternoon.

Dan N. mentioned tip sheet and checklist.

Prioritize requirements - Eira can talk to contacts about requirements and response documents.

Two 15 minute activities for attendees for prioritizing requirements. Can we use clicker technology for this?

Nate, Dan N., Darren, and Eira will do some research.

Dan N. will still check with Toledo Public Access.

Darren asked about how to use the grant money. John suggested travel scholarships. Sara said they have not been well used in the past. We may be able to get ARMA to provide refreshments and/or lunch for workers. We did USB drives with materials before. Dan N. suggested adding conversion factor and additional information. Fred will check flash drive prices and how we did it before. Dan N. will ask ARMA for refreshments.

Sara asked what we are calling the seminar – Sara will work on a title.

## 4. Subcommittee Reports and Action Items

### 4.1. Total Cost of Ownership

Nate completed a handout of 5 questions with choices and explanations. Tally up scores to make full decision.

Dan N. suggested a spreadsheet to make it interactive. Chris suggested a survey tool. Eira suggested a choose your own adventure generator. Nate will look into it. The intention is to be able to print report and take to your director when done.

Dan N. mentioned the complexity of costs involved. Nate – available resources, staff on hand, outsource/in house.

Dan N. questioned if the order matches scoring – Nate will rearrange some. Nate will clean up and send out for comment.



#### 4.2. *Electronic Records Management*

Not sure if Angela is still on this. Chris is happy to help with moving framework.

#### 5. **State Archives Update**

SAA workshop in Lexington Kentucky. OHS will attend.

CoSA partnered with SAA to give access to webinars. – show part at July meeting.

OHRAB 2015 grant recipients have been selected. There were 20 applicants. 11 received grants. The list is available at <http://www.ohrab.org/2015-ohrab-regrant-awardees/> .

#### 6. **Google Analytics Update**

GA was down for a while. Dan N. set it up this week to view from dashboard. 79 page views, 31 users, 36 sessions. Eira will still summarize stats.

#### 7. **Legislation Update**

John mentioned <https://opendata.utah.gov/> has 700,000 hits already – can scan article and send it to us.

Sara said H.B. 130 was re-introduced in Ohio. We may want to do a tip sheet if law passes.

<http://ohiotreasurer.gov/transparency/Ohios-Online-Checkbook> allows you to follow state spending in Ohio. Stark County is launching something similar in May.

Chris will add these to the Resources page.

#### 8. **Other New Business from the Floor**

Daniel J. put together Miami presentation for OHECC Conference – panel/Q&A: How OhioERC has Helped with their Jobs. Dan N., Darren, Michael, and Nate participated.

SAA will be holding a pop-up sessions as part of its conference in Cleveland.

<http://www2.archivists.org/am2015/program/call-for-session-proposals#.VZ05WGjD9iw>

Trouble in Oregon - Eira reported that 2 people from The University of Oregon Archives were let go for not screening records before releasing a 30,000 records request to a professor that included confidential information. A student had sought counseling for rape and the U. of Oregon used those records against her to defend itself. The governor of Oregon tried to have emails destroyed and has been replaced as governor.

Darren motioned to adjourn, Chris. seconded. All ayes. The meeting was adjourned at 2:50 p.m.



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| ACTION ITEMS   |   |
|--|---|
| TASK   | MEMBER(S)                                   |
| <ul style="list-style-type: none"> <li>• ERM – Intro – organize and fine tune according to matrix.</li> </ul>  | Angela M., Chris                            |
| <ul style="list-style-type: none"> <li>• ERM – review sections to strikeout info duplicated in Intro</li> </ul>  | Jennifer, Marlys, Eira                      |
| <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, Daniel J., Angela M., James, Marlys |
| <ul style="list-style-type: none"> <li>• Look at E-mail Management Guidelines (on hold)</li> </ul>   | Dan N., Angie C.                            |
| <ul style="list-style-type: none"> <li>• Google Analytics update and spreadsheet/trend chart</li> </ul>  | Jillian, Eira                               |
| <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>• Total Cost of Ownership questionnaire – clean up and send out for comment</li> </ul>  | Nate  |
| <ul style="list-style-type: none"> <li>• Install Wordpress Simple Survey</li> </ul>  | Dan N.                                      |
| <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>• Keep tabs on electronic records legislation</li> </ul>  | John, Sara                                  |
| <ul style="list-style-type: none"> <li>• Talk to IT about webinar options at State Library</li> </ul>  | Katy  |
| <ul style="list-style-type: none"> <li>• Check on seminar dates</li> </ul>   | Katy  |
| <ul style="list-style-type: none"> <li>• Make seminar flyers</li> </ul>  | Sara  |
| <ul style="list-style-type: none"> <li>• Talk to contacts about requirements and response documents</li> </ul>   | Eira  |
| <ul style="list-style-type: none"> <li>• Check if we can use clicker technology for attendee responses.</li> </ul>   | Katy  |
| <ul style="list-style-type: none"> <li>• Research program</li> </ul>   | Nate, Dan N., Darren, and Eira              |
| <ul style="list-style-type: none"> <li>• Check with Toledo Public Access</li> </ul>  | Dan N.                                      |
| <ul style="list-style-type: none"> <li>• Check flash drive prices</li> </ul>   | Fred  |
| <ul style="list-style-type: none"> <li>• Ask ARMA for refreshments</li> </ul>  | Dan N.                                      |
| <ul style="list-style-type: none"> <li>• Title for seminar</li> </ul>  | Sara  |