

# MINUTES OF THE GENERAL SCHEDULE FOR ELECTRONIC RECORDS SUBCOMMITTEE MEETINGS

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[21 January 1999](#) [16 March 1999](#) [15 April 1999](#)

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## 21 JANUARY 1999

**Members Present:** Charlie Arp, Maggie Buckholz, Charlie Corbato, Daisy Crockron, Suzanne Farrar, Barbara Floyd, Tamar Galed, Gina Fulk, Laurie Gemmill, David Larson, Andrea Lentz, Eric Mays, Bob Myers, Elizabeth Nelson, Debbie Swank, Judy Walker

**Members Absent:** Raimund Goerler, Betsey Lane, Donna Oxenrider, Greg Schneller

- I. Members of the committee introduced themselves. Charlie Arp, chair, gave an overview of the Electronic Records Committee, explained what general schedules are, and charged the subcommittee to create general schedules for electronic records of an administrative nature common to all applications.
- II. The committee agreed to use the general schedule for electronic data processing records from New York State Archives and Records Administration (NYSARA) as a starting point for discussion.
- III. The committee agreed that the general schedules should pertain to administrative records that are created by computer applications and processes. Examples include log files, spool files, audit trails, etc.
- IV. The committee agreed that a fourth section for administrative electronic records should be added to the current General Schedules. Cross references could then be provided to the first three sections of the general schedules where applicable. It was also suggested that the front matter for the general schedules should explicitly state that the general schedules apply to all records, regardless of media type.
- V. The committee reviewed the NYSARA general schedules. A list of record series that were agreed upon will be mailed to each committee member for further discussion.
- VI. The committee agreed that the following records should also be discussed for inclusion in the general schedules: web pages, mail logs, fax logs, voice mail, video conferencing.

The committee will continue to work via the listserv ([erc-gs@regents.state.oh.us](mailto:erc-gs@regents.state.oh.us)) to agree on the list of record series to be included in the general schedules and to define each series.

The next meeting of the committee is scheduled for Tuesday, 16 March 1999 at 1:30pm in the Archives Library Conference Room at the Ohio Historical Center. At that meeting, the committee will begin assigning retention periods to each record series.

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**16 MARCH 1999**

*Members present:* Charlie Arp, Maggie Buckholz, Charlie Corbato, Suzanne Farrar, Barbara Floyd, Tamar Galed, Laurie Gemmill, Raimund Goerler, Betsey Lane, Andrea Lentz, Elizabeth Nelson, Donna Oxenrider, Debbie Swank, Judy Walker

*Members not present:* Daisy Crockron, Gina Fulk, David Larson, Eric Mays, Bob Myers, Greg Schneller

1. Welcome and review of the charge of the committee.
2. The committee approved the minutes from the previous meeting.
3. The committee agreed to include cross references in the General Schedules where appropriate.
4. The committee discussed and agreed upon retention periods for the record series identified to be included on the IT General Schedules. A retention period for item number 90229 was not agreed upon and will be discussed further on the list.
5. The schedule will be reformatted and sent to the General Schedules listserv for further input. After the schedule has been posted and approved, it will be sent to the state's IT listserv for their input and comment.
6. Committee members should continue working to identify other record series that have not been included on the schedule at this point.
7. The next meeting of the committee will be held on April 15, 1999 at 1:30 p.m. in the Archives Library Conference room at the Ohio Historical Center.

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**15 APRIL 1999**

*Members present:* Charlie Arp, Maggie Buckholz, Charlie Corbato, Daisy Crockron, Suzanne Farrar, Barbara Floyd, Gina Fulk, Tamar Galed, Laurie Gemmill, Raimund Goerler, Betsey Lane, David Larson, Eric Mays, Elizabeth Nelson, Donna Oxenrider, Debbie Swank, Judy Walker

*Members not present:* Bob Myers, Greg Schneller, Andrea Lentz

1. Welcome.
2. The committee approved the minutes from the previous meeting.
3. The committee reviewed the draft general schedule and made appropriate changes. The URL for the new draft will be posted to the listserv. Committee members will have one week to comment.
4. Committee members have one week to identify other record series that have not been included on the schedule at this point.
5. The committee approved the draft of the final report to be submitted to the ERC.
6. Dave Larson stated that, after the ERC has approved the draft general schedule, he will circulate to records officers and IT personnel for further input. Then it will be included in the General Schedule for the State of Ohio document that is released by his office.
7. Charlie Arp thanked the members of the subcommittee for their effort.