

# **GENERAL SCHEDULE FOR ELECTRONIC RECORDS SUBCOMMITTEE FINAL REPORT TO THE ERC**

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**15 APRIL 1999**

While drafting of the Ohio Electronic Records Policy, the Electronic Records Committee (ERC) became increasingly aware of the need for more guidance on specific issues and technologies. Subcommittees were formed to address specific electronic records issues common to state agencies.

The ERC General Schedules Subcommittee (members list attached) was charged to create general schedules for electronic records of an administrative nature common to all applications. The subcommittee met three times between January and April 1999 (minutes attached) and held ongoing discussions virtually using the general schedule listserv.

The subcommittee has created a general schedule for electronic administrative records (see attached). The subcommittee based its work on New York State's IT records schedules.

This draft document has been made available via the web for comments from the state's IT personnel since 9 April 1999. No comments were received.

## **Recommendations**

The subcommittee recommends that the ERC should approve the draft General Schedule for administrative electronic records.

The subcommittee recommends that the ERC submit the General Schedule to Dr. David Larson, State Records Administrator, for his approval and inclusion in the current General Schedule for the State of Ohio.