



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

FINAL

**DATE: 15 OCTOBER 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>	Jillian Carney	✓		Bill Lavin	✓
	Sara Clark	✓		Angela Manella	✓
	Angie Crandall	✓		Nathan Owens	✓
	Jennifer Heapy	A		Melissa Roach	A
	Jeffery Hissem	✓		John Runion	✓
	Michael Intranuovo	✓		Eira Tansey	A
	Daniel Johnson	✓		Chris Wydman	✓
	Katy Klettlinger	A			
	GUESTS:				
James Zimmerlin, CareSource					
Bobbi Sumner and Stacey Bashore, City of Canal Winchester					
Jeff Hitch, Ohio Department of Youth Services					
✓ = Present; A = Absent; M = Medical Leave					

**1. Approval of Minutes 6 August 2014**

Chair Pari Swift called the meeting to order at 12:35.

Fred motioned to accept the minutes – Daniel J. seconded – All ayes.

The minutes were approved.

**2. Membership Committee Report**

*2.1. New Members*

Darren welcomed new member, Nathan Owens. Nate is the Electronic Records Analyst for the Office of the Ohio Attorney General. We are awaiting a letter of recommendation for Jeff Hitch. Introductions were made and guests were welcomed.

**3. Executive Board Call for Nominations**

Pari called for nominations for the positions of Vice Chair and Secretary by the middle of December. Elections will be held in January.



**4. Subcommittee Reports and Action Items**

*4.1. RFP Tip Sheet and Tool*

Make clear that this is for a document management system. Angie C. said we should add who the intended audience is. Typos were noted and clarifications made.

Dan N. will update and send to list.

*4.2. Total Cost of Ownership*

Subcommittee members will each make a decision tree and compare. These will link to the tip sheets.

*4.3. Checklists*

Dan N. has a re-branded checklist on website. James has a new tip sheet based on Daniel J.'s checklist. Members will review.

Dan N. also told us that the new website has automated link checking.

*4.4. Verify each member has logged into Google Drive account*

Angela M. had handouts walking us through Google Drive and will set up a more detailed orientation upon request.

*4.5. Electronic Records Management – Task recaps*

Next meeting

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

Pari motioned to adjourn for our guest speaker, Marlys seconded. All ayes. The meeting was adjourned at 1:30 p.m.

**6. Mobile Device Risks, Records & Compliance Rules: Managing Your Agency's BYOD & COPE Policies** – Guest speaker Nancy Flynn, ePolicy Institute

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> <li>ERM – Intro –renumber and paste into Google Drive, update, remove duplicate material</li> </ul>	Angela M., Darren
<ul style="list-style-type: none"> <li>ERM – updated matrix, including Preservation</li> </ul>	Angela M., Darren
<ul style="list-style-type: none"> <li>ERM – Recordkeeping Systems – read and comment on draft</li> </ul>	Michael, Jeffery, Nate, all members
<ul style="list-style-type: none"> <li>ERM – Resources - case law summaries</li> </ul>	Darren
<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.



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## MEETING MINUTES

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<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>• Keep tabs on DataOhio H.B. 321-324 and H.B. 59</li> </ul>	Pari, Sara
<ul style="list-style-type: none"> <li>• Metadata Tip Sheet</li> </ul>	Pari, Angela M., Angie C.
<ul style="list-style-type: none"> <li>• Total Cost of Ownership – decision trees</li> </ul>	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>• Send Gmail addresses to Angela M. if we haven't already</li> </ul>	All members
<ul style="list-style-type: none"> <li>• Paste current copies of OhioERC documents into Google Drive</li> </ul>	All members
<ul style="list-style-type: none"> <li>• Activate change tracking in Google Drive</li> </ul>	Angela M.
<ul style="list-style-type: none"> <li>• Phone conference</li> </ul>	Pari, Angela M., Darren, Dan, Chris
<ul style="list-style-type: none"> <li>• Doodle request for orientation</li> </ul>	Angela M.
<ul style="list-style-type: none"> <li>• Review rebranded OSU and Miami checklist and tip sheet</li> </ul>	All members
<ul style="list-style-type: none"> <li>• Look through old Minutes for retired members that might like to do subcommittee work.</li> </ul>	Pari, John
<ul style="list-style-type: none"> <li>• RFP tip sheet – revise and send to list</li> </ul>	Dan N.
<ul style="list-style-type: none"> <li>• Checklist to go with RFP tip sheet</li> </ul>	???
<ul style="list-style-type: none"> <li>• RIM 101 tip sheets to go with ERM Introduction</li> </ul>	???