DRAFT

DATE: 14 JANUARY 2015

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Pari Swift	✔	Vice Chair:	Darren Shulman	✔
Secretary:	Marlys Bradshaw	✔	Past Chair:	Dan Noonan	✔
State Archivist:	Fred Previts	✔			
Members:	Jillian Carney	A		Katy Klettlinger	✔
	Sara Clark	✔		Bill Lavin	✔
	Angie Crandall	A		Angela Manella	M
	Jennifer Heapy	✔		Nathan Owens	✔
	Jeffery Hissem	A		Melissa Roach	A
	Jeff Hitch	A		John Runion	✔
	Michael Intranuovo	✔		Eira Tansey	✔
	Daniel Johnson	✔		Chris Wydman	A
GUESTS:					

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

1. **Approval of Minutes 15 October 2014**

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

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

   The minutes were approved.

2. **Membership Committee Report**

   2.1. New Members

   Darren welcomed Jennifer Heapy to her first in person meeting and told us that Jeff Hitch has been approved as a new member. Jeff is the Records Management Officer for the Ohio Department of Youth Services. Introductions were made and new members were welcomed.

   Pari asked if we thought we needed more members and it was decided that we are at a good number for now.

2.2. Results of Time Survey

There were 10 responses that included 3 hours per meeting, added document work. and presentations. 272.2 total hours were reported. Darren will send sheet around again for next year and we should keep track as we go.

Dan N. will check on making an online version that will filter into a spreadsheet.

3. **Executive Board Elections**

3.1. Vice Chair (Chair Elect)

Chris Wydman was nominated for Vice Chair.

3.2. Secretary

Marlys Bradshaw was nominated for Secretary.

Dan N. motioned to approve both candidates - Fred seconded - All ayes. The candidates were approved.

4. **Spring Seminar**

4.1. OHRAB Grant Application Update

Last year OHRAB supported the NAGARA e-forum. We have requested a $1000 grant for a new program – a half day workshop on records technology procurement process.

4.2. Programming Committee

Pari asked if anyone wants to be on program and local event committee. Katy, Dan N., Darren, and Pari volunteered for programming. John, Nate, and Katy volunteered for logistics. We will ask ARMA for snacks.

4.2.1. Dates/Location

Possibilities are Columbus or Dayton. Will use grant to reimburse speakers for travel expenses, possibly travel scholarships, and handouts.

Dates not set – probably fall. Dan N. suggested as a pre-workshop for SoA. Fred said might not be right audience. Pari said usually shoot for 60 people per session.

Katy suggested the State Library. Jennifer said she could look at Dayton sites. Darren asked about Toledo Public Access TV – Dan N. will check this and virtual conferencing.

4.2.2. Refine Topic

Local governments, determine what is needed, RFP process, interested parties. Use case study from AG's Office. Nate will work on case study. Dan & Eira – RFP tip sheet. Darren – legal.

5. **Subcommittee Reports and Action Items**

5.1. RFP Tip Sheet and Tool

Typos were noted. Darren moved to approve as corrected. Katy seconded. All ayes.

5.2. Total Cost of Ownership

Intro statement/Purpose – range of cost of records, records analysis.

Subcommittee members made decision trees. They are hitting a wall on where to go.

What factors make it less of more effective to scan. List of scenarios. Dan N. – add why short term retention may not be good to scan but long term is. Pari – list of factors to consider what makes each storage medium more or less appropriate.

Pari suggested different lists – list of issues, factors to consider, scenarios. Fred suggested summary statements. Dan N. suggested using Prezi. Eira suggested ranking answers.

5.3. Electronic Records Management

5.3.1. Update on reorganization project

Framework is in place. Pari will organize Intro section according to matrix. Jennifer, Marlys, and Eira will go through other sections and pull out stuff already in Intro (strikethrough or highlight and comment.)

6. State Archives Update

OHRAB is accepting regrants applications and will meet on Jan. 30, 2015.

Statehood Day is March 4, 2015. Do we want more of a presence? Get a table? Trifold? Visual aids?

CoSA hasn't listed any new webinars yet.

ARMA is offering virtual conferences this week – Hoarding Email and how to get people to hoard correctly.

7. Update on HR 1233

Modernizes federal records to include electronic records. Includes early transfer of presidential records and email. Clarifies responsibilities of government officials when using non-government email systems – copy to official account during original sending or within twenty days.

8. Other New Business from the Floor

UELMA is leading an effort to establish authentication of online legal documents. We would like to piggyback for other types of documents. Ohio legislature currently not particularly interested.

Nate had a status update on iManage electronic document management system.
- training
- retention procedures
- has a retention clock for documents to expire (approve, delay, audit events)
- emails are saved alongside documents for a case.

John said that the Ohio Supreme Court now has electronic filing and that Stark County is using it starting with civil cases.

The Ohio Attorney General's Office is offering Sunshine Law training online for the first time.

Pari asked what is the State Archives official stance on accessioning permanent electronic records. Fred said it is still selective due to resources.

Daniel J. said that the archive building at Miami University will be torn down. It contains 30 years of HR and Registrar documents. They are looking at scanning, offsite storage, etc.

John said that in Stark County, a steam pipe burst and soaked all the 911 equipment. AT&T said it was backed up, but it wasn't and did not switch to alternate provider (Verizon) like it should have. Thankfully there were no horrific consequences.

Marlys said that the Ohio Supreme Court Law Library is digitizing much of its old federal collection via LLMC (http://www.llmc.com/) and is looking into doing the same with its old briefs and records.

Darren asked if there was anything new with OpenData. Pari said it died in committee, but thinks it will be reintroduced later. John said it's still ongoing at a federal level. He will forward emails and check with CARMA for state.

As incoming Chair, Darren thanked Pari for her OhioERC service.

John motioned to adjourn, Daniel J. seconded. All ayes. The meeting was   adjourned at 2:54 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• ERM – Intro – organize and fine tune according to matrix.	Pari
• ERM – review sections to strikeout info duplicated in Intro	Jennifer, Marlys, Eira
• 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.
• Metadata Tip Sheet	Pari, Angela M., Angie C.
• Total Cost of Ownership – list of issues, factors to consider, scenarios	Nate, Katy, Angela M., Daniel J., Jeffery
• Records Custodian - Archives	Send copies of documents to Fred
• Paste current copies of OhioERC documents into Google Drive	All members
• Activate change tracking in Google Drive	Angela M.
• Phone conference	Pari, Angela M., Darren, Dan, Chris
• Doodle request for orientation	Angela M.

• Checklist to go with RFP tip sheet	???
• RIM 101 tip sheets to go with ERM Introduction	???
• Time survey online version that will filter into a spreadsheet	Dan N.
• Check workshop sites	Katy, Jennifer
• Toledo Public Access TV and/or virtual conferencing	Dan N.
• Programming Committee – refine workshop topics	Darren, Pari, Katy, Dan N.
• Keep tabs on electronic records legislation	John