OhioERC

- The Ohio Electronic Records Committee identifies best practices and develops resources concerning the creation, maintenance, long-term preservation, and access to the electronic records of Ohio’s public entities. The Committee advocates for implementation of, and educates its constituencies regarding, these best practices.
  - Adopted 6/6/2011
An OhioERC Chronology

- ERC formed
- 1st Guidelines
- Email
- Imaging
- Trusted Information
- System Handbook

2004
- Bylaws

2010/2011
- Seminars
- Mission

2012...
- Tip Sheets
- Implement new management plan
- New tools

Goal: to develop guidelines and best practices for the creation, maintenance, and long-term preservation of and access to electronic records for Ohio state and local governmental agencies and other organizations

OhioERC Membership

http://OhioERC.org
Your Seat at the Purchasing Table: A Records Management Point of View

OhioERC Structure

- Chair
- Vice Chair
- Membership Committee
- Secretary
- Past Chair
- State Archivist

ERC

Ad Hoc Sub-committees

• Bylaws
• Procedures
• Social Media
• Etc.

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Existing Guidance

- Case for Managing Electronic Records
- Cloud Computing
- Databases as Public Records
- Digital Document Imaging
- E-mail Management
- General Schedule for Electronic Records
- Hybrid Microfilm Guidelines
- Recordkeeping System Procurement (2015)
- Trustworthy Information Systems
- Social Media
- Web Content

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Why do we manage records?

- Legal
- Fiscal
- Administrative
- Research
- Historical

What is an RFP?

"Request for Proposal" (RFP)...

- ...is a tool used to solicit responses, information, and pricing on commercial solutions for a variety of workplace systems and software.

Related documents...

- RFI: A Request for Information
- RFQ: A Request for Quote
- RFQ: A Request for Qualifications
- RFB: Request for Bid

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Who's at the table?

- Archivists/Records Managers
- Subject Matter Experts
- IT/Systems administrators
- Administrative Sponsor(s)/Champion(s)
- Purchasing
- General Counsel

Identify Needs...

- Business Process Analysis (BPA)
- Prior to specifying/selecting a system, conduct a workflow and records analysis:
  - ...opportunity to reengineer business process for operational efficiency...
  - ...ID & document existing and planned agency information needs...
  - ...determines recordkeeping needs...
Identify Needs...

- Capture
- Storage
- Access, Search and Retrieval
- Records/Lifecycle Management
- User Management
- Compliance
- Security
- Training and support
- Export for migration and archival preservation

...and not just for Imaging/EDMS...

- By not making, keeping & managing business systems records, organizations can:
  - place themselves at significant risk
  - incur unnecessary expenditure, and
  - deny themselves access to significant, reliable organizational information.

- Therefore it is worth dedicating time and resources to ensuring that where they are required to do so, business systems are also meeting recordkeeping requirements.


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Elements of a good RFP...

- information about the organization, its purpose and a centralized point of contact
- describe the need for the proposed system
- number and location of expected users
- a request to explain licensing options (individual users, concurrent users, and enterprise)
- the functional requirements

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Elements of a good RFP...

- a request for a matrix to map the functional requirements to proposed software components/modules
- how to prepare and submit proposals
- information regarding a bidders meeting
- timetable for response and evaluation
- Product demonstration requirements for finalists
- scoring rubric


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Evaluating Responses...

- Evaluate against criteria established in the RFP
  - Mandatory vs. Preferred
  - High vs. Low priority
- Select finalists
- System demonstration/testing to and by appropriate users and administrators
- Notify winner, as well as those who were not selected
- Set aside adequate time to negotiate the final contract
- References/Bidder Stability
- MWOB requirements

Evaluation Tools Example...

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Recap...

- Seats at the table...
- Identify needs...
- Develop RFP...
- Evaluate responses
- Implement system...

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Recap...

Handouts on Jump-drives

- OhioERC-DRMS-Implementation-2015-Handouts [PDFs]
- OhioERC-YSatPT-20151028-Handouts [PDFs]
- OhioERCeRecSystemChecklist.xlsx
- OhioERC-TS-at-the-table.pdf
- OhioERC-TS-case-for-ERM.pdf
- OhioERC-TS-hybrid-microfilm.pdf
- OhioERC-TS-imaging.pdf
- OhioERC-TS-RFP.pdf
- OhioERC-TS-unique-characteristics.pdf

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