



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

FINAL

DATE: 13 APRIL 2016

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Darren Shulman	✓	Vice Chair:	Chris Wydman	✓
Secretary:	Marlys Bradshaw	✓	Past Chair:	Dan Noonan	A
State Archivist:	Fred Previts	✓			
Members:	Jillian Carney	A		Bill Lavin	✓
	Sara Clark	✓		Nathan Owens	✓
	Jennifer Heapy	A		John Runion	✓
	Jeffery Hissem	✓		Cindy Sauer	✓
	Jeff Hitch	A		Eira Tansey	✓
	Daniel Johnson	✓			
GUESTS:					
Alyshia Dygert – Ohio Department of Jobs & Family Services					
✓ = Present; A = Absent; M = Medical Leave					

1. Approval of Minutes 13 January 2016

Chair Darren Shulman called the meeting to order at 12:30 pm.
 John motioned to accept the minutes – Dan J. seconded – All ayes.
 The minutes were approved.

2. Membership Committee Report

BGSU Archivist Cindy Sauer is our new member. Introductions were made.
 Jeffery is resigning and Alyshia Dygert from ODJFS would like to join in his place.
 Chris has 3 potential people interested as new members – Kayla Harris of Clinton County, Jen Hainey of Warren County, and Robin Heise of Greene County.
 Melissa Roach is no longer a member.
 Dan N. has a couple of names interested.
 Dan J. said that Jackie Johnson of Miami U. is interested.



3. Discussion/Finalization of Scanning Tool

Nate will present the scanning tool at the 2016 NAGARA Conference in July.

Changes were suggested.

Nate will make changes and send out for final comments. We will vote on and put on website.

4. 2017 Program Discussion

OHRAB Grant application is due in June. Meals or travel expenses?

Cuyahoga County can host with tour of scanning facilities at the end.

Chris – suggested general to specific - introduction, scanning feasibility tool, what is involved pre & post, how do you use it afterwards.

John suggested deletion schedule and how to do it. Dan J. – multiple scenarios on how to do it. Dan N. – when not to scan.

Darren – scanning, tour, breakouts, cost of storage, format management. To Scan or Not to Scan.

Darren would like to get 50-100 people. Dan N. said that food and tour would help bring people in.

5. Website update

Our website was hacked. Security has been improved and passwords need to be reset.

6. Consolidation of Guidelines

Re-ignition on Google Docs.

6.1. Reformat for website. Main Intro. Website becomes the manual.

6.2. New leader for project – Cindy will give it a shot – will remove redundancies, read and recommend edits – we will give her assistance at next meeting. Eira gave Cindy access.

7. Data Security/ Encryption

Darren and Chris will conference call.

Dan N. – records management complements information security.

John suggested an information governance tip sheet.

Eira will send info about security documents to group.

8. Presentation to CARMA

Dan N. showed checklist, how to talk to higher ups, getting records management a seat at the table.



9. Discussion of Priorities for Next Year

Ones we set already.

10. Remember to Use Activity Log

Please enter info. Dan N. will update dates.

11. Other New Business from the Floor

Dept. of Veterans Affairs is relocating archive to the Dayton VA Hospital – Eira will send article.

Nate reported that in the last 2 months, the OhioERC has been cited by outside organizations.

Darren motioned to adjourn the meeting at 3:25 p.m. Dan N. seconded – All ayes.

ACTION ITEMS	
TASK	MEMBER(S)
• ERM – Intro – organize and fine tune according to matrix.	Angela M., Chris
• 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.
• Records Custodian - Archives	Send copies of documents to Fred
• Keep tabs on electronic records legislation	John, Sara
• Data Security tip sheet	Darren, John, Chris.
• Fix application form to say Darren instead of Pari.	Dan N.
• Conference call about Data Security.	Darren, Chris
• Guidelines - will remove redundancies, read and recommend edits	Cindy