FINAL

DATE: 6 JULY 2016

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Darren Shulman	✔	**Vice Chair:**	Chris Wydman	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	Dan Noonan	✔
State Archivist:	Fred Previts	✔			
Members:	Sara Clark	✔		Kevin Latta	✔
	Alyshia Dygert	✔		Bill Lavin	✔
	Kayla Harris	✔		Nathan Owens	✔
	Jennifer Heapy	A		John Runion	✔
	Robin Heise	✔		Cindy Sauer	✔
	Jeff Hitch	A		Eira Tansey	✔
	Daniel Johnson	✔			
GUESTS:					
Sharlene Chance – Franklin County Clerk of Courts					
✔ = Present; A = Absent; M = Medical Leave					

1. **Approval of Minutes 13 April 2016**

   Chair Darren Shulman called the meeting to order at 12:36 pm.

   Typos were noted in the minutes. Darren motioned to accept the minutes as amended – John seconded – All ayes.

   The minutes were approved.

2. **Membership Committee Report**

   2.1. New Members! Lots of new members! Welcome!

   New members include Robin Heise of Greene County, Kevin Latta of Ohio History Connection, Alyshia Dygert of Ohio Department of Job and Family Services, and Kayla Harris of Clinton County. Sharlene Chance of Franklin County Clerk of Courts is interested and will be re-submitting her application (lost through email) shortly.

   Jillian sent a letter stepping down and thanked the committee.

   Introductions were made.

3. **Scanning Tool Presentation**

   Nate, Dan J., and Bill presented "To Scan or Not to Scan? That's the Question! : the Growing Problem of Scanning Everything Not Electronic."

   Dan N. suggested creating 3 scenarios – 2 cut and dried, 1 ambiguous so the audience can participate in filling out the scanning tool questions. He would also put the total at the top of the results page.

   Cindy would stress ability to print results and share with stakeholders.

   Nate and Bill will present the scanning tool next Friday at the 2016 NAGARA Conference.

4. **2017 Program Discussion**

   Fred requested funding through the OHRAB Grant for a presentation of the Scanning Tool and life cycle of digital format. We will find out at the end of the year if we will receive grant.

   Cuyahoga County can no longer host our program. Their new microfilming center is no longer part of the construction project.

   We will need a new location. John will look into Football Hall of Fame and Stark County. Cindy will look into BGSU. Montgomery County was mentioned. Sharlene will look into Franklin County. Everyone will try to come up with a place that has scanning facilities to tour. Chris said we may need to revisit program to dovetail better with an alternate facility.

5. **Website update**

   Dan was asked if he can do Google Analytics. He quickly looked at May 1-July 5 and saw 71 sessions and a spike on the 17th-18th of June after the Scanning Tool went out.

6. **Consolidation of Guidelines**

   Cindy needs more guidance. Several styles on website. What is new?

   Website is a mix from old html web pages, media wiki site, and new WordPress site.

   We want one introduction instead of many with each part more like a chapter.

   Cindy will do more review and receive a subcommittee at the next meeting.

7. **Update on Projects**

   7.1. Information Governance

   John described it as being more transparent and open with information. The federal government is leading this change.

   When looking at policies and procedures to manage documents, consider regulatory and legal factors, risks, environmental and operational requirements, hardware and software requirements, security, best practices, and training.

Darren asked if this is the umbrella over the other things we do. John said these are components.

8. **Discussion of Priorities for Next Year**

   Darren - 2017 training session, information governance, present scanning tool to other audiences. Authenticity?

   Nate would like to look into managing indexing and content management systems.

   Eira suggested email as a problem that never goes away. Capstone (federal) has higher officials keeping email longer than lower employees. ePADD – out of Stanford – helps you identify email using curation tools. Most entities rely on the user to keep or dispose of email - inefficient. Dan N. would like to see email managed systematically. Eira would like better guidance for managing email.

9. **Discussion/Potential new area to look at: Blockchain technology**

   Means of conducting virtual payments – comes from bitcoin. Something to keep an eye on.

   Bill says it may or may not be reliable.

   Nate suggested future topic – authentication of electronic records – would cover blockchain and more.

   Eira will send blog post on blockchain's uses for digital archives.

10. **Remember to Use Activity Log**

    Please enter information. Dan N. will update dates.

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

    Eira is running unopposed for SAA Records Roundtable, and asks any members not to forget to vote.

    Darren told us that Delaware City Hall's basement flooded recently. Darren's records were up high enough, but others needed to be discarded due to contamination.

    Darren's PIO Officer sent an article about Beach Grove, Indiana being sued for removing comments and then shutting down their website. They had not stated commenting rules prior to putting up their web page. Darren will forward article.

    Nate, Dan J., and Bill will be doing presentations at NAGARA in Lansing next week.

    Elections for Vice Chair and Secretary will be in October. Please email Darren to nominate someone else or self-nominate.

    The next meeting is October 12.

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

ACTION ITEMS	
TASK	**MEMBER(S)**
• Google Analytics update and spreadsheet/trend chart	Dan N., Eira
• 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
• Information Governance tip sheet/checklist hybrid	Nate, Dan J., John, Darren
• Email management	Eira, Dan N., Darren, others?