FINAL

DATE: 12 OCTOBER 2016

LOCATION: OHIO HISTORY 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	A		Kevin Latta	✔
	Alyshia Dygert	✔		Bill Lavin	✔
	Kayla Harris	A		Nathan Owens	✔
	Jennifer Heapy	A		John Runion	✔
	Robin Heise	✔		Cindy Sauer	✔
	Jeff Hitch	A		Eira Tansey	✔
	Daniel Johnson	✔			
GUESTS:					

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

1. **Approval of Minutes 6 July 2016**

   Chair Darren Shulman called the meeting to order at 12:32 pm.

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

   The minutes were approved.

2. **Membership Committee Report**

   Sharlene Chance of Franklin County Clerk of Courts was approved as a new member and will start at the next meeting. New applicant Roger Hanson of Franklin County Children's Services needs a letter of recommendation for membership.

   Kayla Harris accepted a new position at the University of Dayton. Her duties have changed and she may be leaving the committee.

   Dan J. sent potential new member name Jackie Johnson – Darren will check into it.

   Introductions were made.

3. **Elections!**

   3.1. Chris Wydman is the new Chair – 2 year rolling term.

   Darren thanked Dan N. for having the longest term as Chair and Past-Chair.

   Darren thanked Nate, Bill, & Dan J. for the Scanning Tool and everyone else who helped with the training session.

   3.2. Election of Vice-Chair (automatically becomes Chair at end of term)

   Nate was nominated – All ayes.

   3.3. Election of Secretary

   Marlys was nominated – All ayes.

   3.4. Darren is the new Past-Chair.

4. **Presentation: Kevin Latta on State Archives Program Initiatives**

   Vast amount of records on original format CDs and 3 ¼" floppy disks. The inventoried records of Governor Strickland consist of 1.06 terabytes. In comparison, Governor Taft only had 117 gigabytes. Governor Kasich is expected to have even more than Strickland.

   Kevin created a transfer form and new procedure for electronic records found with paper. He used open source software – baby steps to get CDs onto a stable platform. They are not cataloged as of yet. The new form designates what is restricted or confidential. Dan N. said they use S1-S4 (S1 open/website, S2 business, S3 private, S4 restricted)

   Kevin copies to server, created backup CDs, and converts to PDF. Eira does redactions only after a records request. Dan N. agreed that it is better to do something in baby steps rather than waiting.

   Eira asked about BitCurator – Kevin said he didn't use it – Eira suggested putting it on a virtual machine.

5. **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.

   John will see if we can have program at Stark County. They have a third floor meeting room that holds 50-60 with microphone, screen, and projector. He needs dates to secure rooms.

   Nate suggested breaking up group with half touring facility and half at presentation. Darren suggested October.

   Cindy suggested BGSU Perrysburg. They have an archive/scanning area with a classroom next door that holds 75 people at $225-300/day with open parking.

   John thought that Mahoning County might also be a possibility with a lab, large conference room, and parking – now in the middle of construction. John will ask for more details.

   We will decide in January.

   Darren asked for someone to be in charge of programming. Chris and John volunteered.

6. **Consolidation of Guidelines**

   Intro is done.

   Eira wondered if we need a handbook or just have tip sheets on topics. Email has challenges. We should include products we can offer, more like the scanning tool.

   Dan N. would like to see underpinning architecture update – simplify and streamline.

   Cindy will do cleanup and flag if it seems really off.

7. **Information Governance Tip Sheet**

   Nate sent out research – will be taking certification test in November.

   FAQ – explain what it is and what it isn't. 1 page tip sheet, explain certification – Nate and John – draft for next meeting. Dan N. and Darren will also help with editing.

   Darren – this dovetails with who needs to be at the table.

   Dan N. – we should address in intro to handbook – tip sheet and point to other resources. Dan J. would like it to point to a lot of links.

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

   Eira has some theoretical issues with Capstone. National Archives – all electronic records have to be managed in electronic format. Retain top people emails permanently, less and less for lower people.

   3 areas of investigation

   1. What is happening at the federal level?
   2. Have any at state level implemented this or any other new methods?
   3. How does current Ohio Law enhance or constrain abilities to adopt new methods?

   Transparency in government conflicts with Capstone.

   We would like to do an environmental scan over 6 months. Eira will lead, aided by Alyshia, Darren, and Dan N.

   Nate talked about Electronic Records Day at the AG's office – links and recommendations, games, ideas about building toolkits, and guides on outreach.

9. **Remember to Use Activity Log**

   Please enter information. Dan N. will update dates.

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

    Nate asked about website stats. Eira said that August was through the roof. Dan N. said the index was hacked again. Since NAGARA there were 699 sessions, 556 different users, and 1659 page views. 78% were new users, 22% were returning users, with 498 from the US.

Dan N. said that OSU will soon be posting a records manager position. Marlys said that the Ohio Supreme Court just hired a new librarian.

Nate told us that the Ohio Digital Summit is at OSU October 25-26, 2016 and is $50.

The next meeting is January 11.

Darren motioned to adjourn the meeting at 3:26 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 – cleanup and flag	Cindy
• Information Governance tip sheet	Nate, John, Dan N., Darren
• Email management	Eira, Dan N., Darren, others?
• Potential member Jackie Johnson	Darren
• Environmental scan (email/capstone)	Eira, Alyshia, Darren, Dan N.