



DRAFT

DATE: 12 APRIL 2017

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Chris Wydman	✓	Vice Chair:	Nathan Owens	✓
Secretary:	Marlys Bradshaw	✓	Past Chair:	Darren Shulman	✓
State Archivist:	Fred Previts	✓			
Members:	Sharlene Chance	✓		Daniel Johnson	✓
	Sara Clark	✓		Kevin Latta	✓
	Alyshia Dygert	✓		Bill Lavin	A
	Roger Hansen	✓		Dan Noonan	✓
	Jennifer Heapy	A		John Runion	✓
	Robin Heise	✓		Cindy Sauer	✓
	Jeff Hitch	A		Pari Swift	✓
				Eira Tansey	✓
GUESTS:					
Jacqueline Johnson, Miami University					
✓ = Present; A = Absent; M = Medical Leave					

1. Approval of Minutes 11 January 2017

Chair Chris Wydman called the meeting to order at 12:35 pm.

Darren motioned to accept the minutes – John seconded – All ayes.

The minutes were approved.

2. Membership Committee Report

Pari Swift has taken a position with the Ohio State University, University Archives and has applied to rejoin OhioERC. She was approved.

Jackie Johnson from Miami University joined us as a guest on the phone.

Introductions were made.

3. 2017 Program Discussion

Pari has joined the Planning Committee with Fred, John, Darren, & Marlys.

Shorten program and add activities. 10-12 can tour facility at a time. Cindy & Dan J. would like it to be more interactive.



Chris said that universities are scanning too much. John said that counties also want to scan everything – stressed retention schedules.

Nate suggested reviewing potential costs as an exercise.

Pari suggested an “escape room” scenario. Sharlene called it a great teambuilding exercise.

Cindy suggested “what to do when you get a maybe” Nate said that Q +A still important and a good place to discuss the “maybe”.

We will need volunteers for Activity Stations

John will get specifics of tour from Chris S.

Chris asked how we want to do registration.

Fred stated that we have \$1000 from OHRAB and flash drives from last time. Spend money on travel scholarships? Lunch for staff? Refreshments?

4. Consolidation of Guidelines

Nate will write an Intro blurb. Minor changes were made to 1.1. and 1.2. Roger played with language and concepts for 1.3. Cindy will send to group for review.

5. Information Governance Tip Sheet

Tip sheet vs Resources. Chris will develop some content for Resources section.

Pari will draw parallels. Dan N. will populate chart with roles. – keep Chris in loop.

Dan N. – facets – hierarchical list? Not alphabetical

Nate – not rebranding committee effort. Chris – bring stakeholders together. Dan N. – engage other players, leverage records management.

6. Capstone Investigation

Literature review – Alyshia, Darren, & Dan N. – GoogleDrive email guidance folder (Alyshia - email, Darren – law, Dan N. – state universities)

Alyshia said that it was hard to find recent scholarly articles. When there were deadlines – hard to see if being met.

Eira – White House Open Government Initiative – nothing seen since January 20th. Pari has some federal contacts she can check with.

Dan N. – what advice to give for what doesn’t fit into Capstone?

Eira for Darren – does current Ohio law constrain or help ability to adapt to new email storage? Belief is email is just a format. ORC – no requirement to create records schedule for email format, not content.

Pari suggested partnering with Public Records Unit.



Dan N. – are people working on alternative methods?

Eira – tip sheet is first priority, understand landscape first.

7. Activity Stats

Technical issues with Google Analytics. Dan N. and Eira stats still don't match. Dan N. thinks useful to look at once a year.

8. Remember to Use Activity Log

Please enter information. Dan N.'s last meeting - he will transfer update responsibilities to Chris. Robin volunteered to help. Jackie volunteered as a third.

9. Other New Business from the Floor

Make email address more prominent - add a Contact button.

Nate – will be at Information Governance Boot Camp 5/18 full day

Pari – NAGARA is July 12-15 in Boise, Idaho. Early bird ends in April.

Nate motioned to adjourn the meeting at 3:02 p.m. Chris seconded – All ayes.

ACTION ITEMS	
TASK	MEMBER(S)
• Google/WordPress Analytics?	Eira, Chris?
• Records Custodian - Archives	Send copies of documents to Fred
• Keep tabs on electronic records legislation	John, Sara
• Information Governance - Resources Page	Nate, Chris, Darren
• Email management- review guideline?	Eira, Darren, others?
• Capstone Investigation/Literature Review	Eira, Alyshia, Darren
• Review roster to see if we are lacking membership in certain areas	Nate
• OERC Guidelines Review- Create Clean Copy. Insert Information Governance blurb in Guidelines Intro. Send to group for review.	Cindy, Nate
• Review areas of expertise of members	Nate
• Forward program – pull out activities of most interest at local level	Nate
• Nail down activities	Planning Committee



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.OhioERC.org>

<ul style="list-style-type: none">• Name facilitators	Planning Committee
<ul style="list-style-type: none">• Send Save the Dates (late June)	Planning Committee
<ul style="list-style-type: none">• Register (July/August)	Planning Committee
<ul style="list-style-type: none">• Think of exercises before July meeting	All
<ul style="list-style-type: none">• Chop presentation to 30-35 minutes	Nate, Dan J., Bill