



DRAFT

DATE: 10 JANUARY 2018

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:	Alyshia Benedict	✓		Daniel Johnson	✓	
	Sara Clark	✓		Jacqueline Johnson	✓	
	Sharlene Chance	A		Kevin Latta	✓	
	Mark Conrad	✓		Bill Lavin	✓	
	Roger Hansen	A		John Runion	✓	
	Jennifer Heapy	A		Pari Swift	✓	
	Jeff Hitch	✓		Eira Tansey	✓	
	GUESTS:					
✓ = Present; A = Absent; M = Medical Leave						

1. Approval of Minutes 19 July 2017

Chair Chris Wydman called the meeting to order at 12:35 pm.
 Pari motioned to accept the minutes – Dan seconded – All ayes.
 The minutes were approved.

2. Membership Committee Report

We have two new members, Mark Conrad – Computer Support Specialist from Fairfield County, and Jacqueline Johnson – University Archivist from Miami University. Mark has been doing records since 2013. They are building a new records center and he has been transitioning from IT to records. Jacqueline is the Miami University records person and works in the Archives in Special Collections.

Nate said we have a vacant spot on the Membership Committee. Pari and Dan both offered to volunteer.

Chris is in the process of cleaning up the committees listed on the website.

Introductions were made.



3. State Archives Update

OHRAB is accepting applications for 2018 grants – deadline February 28. Leftover 2017 grant – Fred filed for extension to be used for March workshop for refreshments and travel stipend.

Pari would like to work with OHRAB to develop online course/interactive webinar. Pari & Darren are exploring training/learning modules.

4. 2018 OhioERC Workshop – additional “Scan or Not to Scan” session

Chris updated flyers and Pari updated website and informed waitlist. Start promo on Tuesday – 1 session, 50 people. Send to municipal clerks first. Promote to local IT, Ohio Judicial Conference, auditors and county commissioners.

John said breakout sessions hard to hear. Nate suggested pulling out a wall.

Fred still has 50+ flash drives.

5. 2019 OhioERC Workshop Considerations

Fred is applying for OHRAB funding.

6. OhioERC Guidelines/Tip Sheets Review

Nate was asked if social media tip sheet would be updated. Several are getting outdated. Need new subcommittees.

Eira needs to step back from Capstone for a while due to work time constraints. Darren asked AG’s office about content vs. carrier. Could do, maybe shouldn’t. Chris agreed to table for now and focus on guidelines updates and redactions/rewording.

Nate asked if we should phase out guidelines and focus on tip sheets. Pari said we should pull down some guidelines and leave up others - look at standards we cite – highlight, summarize and link to federal guidelines – customize, not reinvent the wheel. Chris said we can pull things out of resources and put them in guidelines.

7. Information Governance Tip Sheet

Break up tip sheet – how to strategically manage and protect information. Nate has passed IG test and will now get moving on this.

8. Smart Phone Text Messaging

County records manager approached by director – had purchased smart phones to use for personal info with transient retention.

Pari – public records need to be kept, can’t rely on service provider – not transient – if private version kept, needed for e-discovery – privacy concern. Texting is happening – need to preserve and secure.



9. Other New Business from the Floor

Nate – elections at end of year. Transitioning and archiving to prepare for next administration.

Fred says start with retention schedules – and can talk to staff about specific topics.

John was at a presentation where they referenced OhioERC in one of their slides.

Next meeting is April 11.

Dan motioned to adjourn the meeting at 2:40 p.m. Bill seconded – All ayes.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Google/WordPress Analytics? 	Chris?
<ul style="list-style-type: none"> • Records Custodian - Archives 	Send copies of documents to Fred
<ul style="list-style-type: none"> • Keep tabs on electronic records legislation 	John, Sara
<ul style="list-style-type: none"> • Information Governance - Tip sheets/Resources Page 	Nate, Chris, Darren, Pari
<ul style="list-style-type: none"> • Email management- review guideline for redactions/updates by July meeting 	Mark, Pari, Alyshia
<ul style="list-style-type: none"> • Review areas of expertise of members to see if we are lacking membership in certain areas 	Nate
<ul style="list-style-type: none"> • March workshop registration/promotion (January) 	Pari
<ul style="list-style-type: none"> • Research costs/details of creating an online learning module before June 	Pari, Darren
<ul style="list-style-type: none"> • See if the Ohio Judicial Conference will forward workshop flyer to those who attended IT conference. 	Marlys
<ul style="list-style-type: none"> • Create survey with SurveyMonkey re: how we can improve, comments, etc. before March – to be sent out after workshop. 	Alyshia
<ul style="list-style-type: none"> • Create/update Onsite program & certificates, session handouts 	Pari, Nate (also Marlys if you need printing)
<ul style="list-style-type: none"> • Add Mark & Alyshia to GoogleDrive 	Marlys
<ul style="list-style-type: none"> • Verify links in the guidelines using link tool – get lists of good and bad links 	Dan, Chris, Mark (email)
<ul style="list-style-type: none"> • Look at Social Media Guidelines 	Darren, John (review)
<ul style="list-style-type: none"> • Texting warning flyer tip sheet 	Pari, Nate, Mark, Chris (formatting)