



FINAL

DATE: 9 JANUARY 2019

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Nathan Owens	✓	Vice Chair:	Mark Conrad	✓
Secretary:	Marlys Bradshaw	✓	Past Chair:	Chris Wydman	✓
State Archivist:	Fred Previts	✓			
Members:	Alyshia Benedict	✓		Kevin Latta	✓
	Sara Clark	✓		John Runion	✓
	Sharlene Chance	A		Darren Shulman	✓
	Roger Hansen	A		Pari Swift	✓
	Daniel Johnson	✓		Eira Tansey	✓
	Jacqueline Johnson	✓			
GUESTS:					
✓ = Present; P = Phone; N = Notified Absent; A = Absent;					

1. Approval of Minutes 10 October 2018

Chair Nate Owens called the meeting to order at 12:30 pm and introduced new officers.

Introductions were made.

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

The minutes were approved.

2. Membership Committee Report

Jennifer Heapy and Jeff Hitch have stepped down. We will look for new members and contact group of experts who want info, but don't have time for the group. RSS feed? More active info on website?

We will review infrequent attendees. Members should attend at least 2 meetings per year and serve on active subcommittees.

Dan asked if it had to be in person or can it be by phone. Nate said try to be in person, but use phone if necessary.

John said that his assistant IT Director would like to phone in. Darren said - better than nothing, but not ideal for participation.

Eira has mileage reimbursement, but many don't. Nate wondered if we could have some meetings in either SW or NE Ohio. Darren suggested a survey to ask for opinions. Eira suggested asking if barriers were preventing attendance. Chris would ask if ERC was different than expectations.



3. State Archives Update

Statehood Day is February 27. OHRAB has a table – we can send materials/handouts.

OHRAB re-grant deadline is February 28.

\$5000 funding has been approved for our training module, but can't access until federal government is funded. Pari can start building module and figure out contract for Ohio State to host.

Fred said the State Archives will start using Preservica in February – new tools for long term preservation of electronic resources.

Eira mentioned body cameras – Brennan Center for Justice NYU – legal landscape - no emerging consensus on retention periods.

Pari said that HB 139 was signed on Monday – records listed as permanent by Ohio law will now be opened after 75 years.

4. “Scan or Not to Scan” Presentation Follow-up

- Village of Mayfield – Pari - 3 hour presentation – 50 registered, 22 showed up – good participation, but this is a problem with free workshops – Fred said we don't really have the mechanism to charge fees – Darren suggested partnering with NAGARA and having them charge the fees.
- NEOMCA – Parma, OH – John – 1:15 hour presentation – 19 of 20 showed up – asked a lot of questions.

5. Public Outreach

Public outreach committee – laws, new resources – Darren can summarize bills – need someone to post on website/Facebook – review and make proposals – Chris, Alyshia, Mark, Eira

Pari – suggested creating a community on Slack? Eira said – not great for people not already in your organization, great for internal work

Chris said – we need to develop a procedure for going out and getting case law, etc.

6. Possible Social Media Presentation for Ohio Education Computer Network (OECN)

Nate received request for 30-40 minutes as part of their board meeting – good way to publicize ERC – Darren, Sara.

7. Tutorial/Online Module for OhioERC Website – Funding?

Pari has software license for Articulate 360 – needs help condensing social media PowerPoint to 10 minutes – Darren, Fred, Sara – Pari will load and make interactive.

Pilot – if we run out of money, make longer one and ask for more money next year – or, if not clicked on, back to drawing board.

Ideally make part of onboarding process. If successful, make more of these and do less in person training.



8. OhioERC Guidelines/Tip Sheets/Resources Review

- Email – Nate – post with small editorial changes. Alyshia suggested new blog post to draw attention to it. Dan motioned to accept with changes – Sara seconded – All ayes. Sara asked for email with final copy.
- Social Media – John asked for emailed comments. Darren and John will make updates and send to group for vote.
- IG resource page – Nate and subcommittee will reformat into template and send to group with visual table.
- Case Law on Email Management – Nate and Darren will summarize and send to group for vote - table of new cases will go on Email page – Mark will add link to Guidelines

9. Possible Subcommittee Work/Areas of Concern

- Blockchain – Pari – Ohio passed law allowing blockchain to be used, and large sums of money are going into it. Pari wants to keep records managers at the table – Eira asked for text – available in Law Writer – SB300 – Pari will prioritize with subcommittee for next meeting.
- Smartphones/Text Messaging – table for now – John has something to bring to the committee for next time.

10. Brainstorming Sessions

Nate – look at adding new resources, technical registries to website.

Darren – sample retention schedules? Sara – for schools? Mark – counties?

Pari – add test data. Darren – large court cases

John/Fred – send version of records retention manual to group

Sara – cybersecurity/cybercrime – safeguarding data. Darren – tip sheet on best practices. Nate – security preparedness, retention, lock computers, shared drives. Sara is attending March workshop with the FBI – will share with group.

Alyshia suggested life cycle of a record. Best practices – create, maintain and protect, safely dispose.

11. Review New Action Items

Marlys will send Action items to group.

Eira appointed to Society of American Archivists Committee on Public Policy – meeting in Atlanta – developing work plan for committee – people who don't understand the FOIA.

Next meeting is April 10, 2019.

Nate motioned to adjourn the meeting at 3:20 p.m. – John seconded – All ayes.



ACTION ITEMS	
TASK	MEMBER(S)
<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, Pari
<ul style="list-style-type: none"> • Information Governance – reformat into template and send to group w/ visual table 	Nate, Chris, Darren, Pari
<ul style="list-style-type: none"> • Email management – post with small editorial changes. Add to blog. 	Pari, Alyshia, Mark
<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"> • Make list of potential experts for subcommittees 	Nate
<ul style="list-style-type: none"> • Social Media Guidelines – send comments to Darren and John 	All members
<ul style="list-style-type: none"> • Social Media Guidelines – make edits; send to group for review 	Darren, John (review)
<ul style="list-style-type: none"> • Reach out to IT people re: preservation of texts 	John
<ul style="list-style-type: none"> • Social media module subcommittee 	Pari, Darren, Sara, Mark, Fred
<ul style="list-style-type: none"> • Condense social media PowerPoint to 10 minutes. 	Darren, Sara, Fred
<ul style="list-style-type: none"> • Check for new case law to include on website. Follow up w/ Chris re: crossed out cases 	Darren, Nate
<ul style="list-style-type: none"> • Update active/inactive subcommittees on website 	Chris
<ul style="list-style-type: none"> • Send Arizona info about body cameras to group 	Pari
<ul style="list-style-type: none"> • Summarize HB 139 for website 	Pari
<ul style="list-style-type: none"> • Send NAGARA body cam presentation 	Alyshia (done)
<ul style="list-style-type: none"> • Public outreach subcommittee 	Chris, Alyshia, Mark, Eira
<ul style="list-style-type: none"> • Forward info to Darren and Sara about social media presentation 	Nate
<ul style="list-style-type: none"> • Summarize new case law and send to group for vote 	Nate, Darren
<ul style="list-style-type: none"> • Blockchain subcommittee 	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough
<ul style="list-style-type: none"> • Send 1 pager on points to consider of a record 	Pari