



**FINAL**

**DATE: 10 JULY 2019**

**LOCATION: OHIO HISTORY CENTER**

**ATTENDEES:**

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

**1. Approval of Minutes 10 April 2019**

Chair Nate Owens called the meeting to order at 12:30 pm.

Dan motioned to accept the minutes – John seconded – All ayes. The minutes were approved.

**2. Membership Committee Report**

- Status of infrequent attendees

Richard Hampton, Admin Supervisor of Cuyahoga County’s Microfilm Department, is still awaiting a letter from his supervisor. Nate asked Mark to reach out one more time.

John will meet again with Stark County’s assistant IT Director on Tuesday to see if still interested.

No communication has been received from Roger Hansen, so he will be removed from the mailing list. His replacement at the Franklin County Children Services is new to records management and it was recommended they join CARMA.

Nate – we need to build a list of subject experts. Darren – there are possibly people interested that don’t want to be on or aren’t eligible for the committee. Subjects suggested were: blockchain, server exchange, project managers, information security, database management, emerging topics, archive/preservation of electronic records. Pari suggested they vet our products to see if they work.

Dan said we should work on a subject, figure out who to pull in, contact them. They can review and get back to us with updates/changes.



Nate – we should use text messaging as our first topic. Jacky said she preserves text messages on Preservica and suggested a digital preservationist as an expert. Pari said we should contact software experts and identify experts for each step.

### 3. State Archives Update

Kevin continues to upload records in Preservica and streamline workflow. The new public catalog, Archive Space, is being installed. It will then link to Preservica.

*Concepts in Records Management: Disaster Preparedness* webinar is on July 18. Cost of the webinar is \$20 for each login. Register at [https://zoom.us/webinar/register/WN\\_385\\_Z-GoRqaz38wLufg2rQ](https://zoom.us/webinar/register/WN_385_Z-GoRqaz38wLufg2rQ).

OHRAB is nearly finished with a draft of a card to hand out at events like Statehood Day and at conferences. It will highlight the major issues with electronic records and why it is important to fund electronic preservation.

### 4. Public Outreach Committee Update/Discussion

- New items posted

Chris posted the updated Social Media Guideline, updated case law, and added email management under case law. He added a Follow button. RSS no longer works with all browsers, plugin from WordPress replaces RSS.

Chris will add new Information Governance tip sheet. He added editor privileges for Mark, Eira, Jacky, and Alyshia. Next, they need to develop a social media engagement plan and review content.

- Procedure going forward

Chris thinks it will work better as two subcommittees. He is happy to lead the Website subcommittee if someone else leads Public Outreach. He has a starter list and will stagger rollout of content every 2-3 weeks. He can schedule posts to make it easier.

Chris is working on the Resources section to streamline and consolidate. He has also backed up the website.

- Analytics on WordPress site

Chris is using Jetpack. It has pretty good analytics. It shows days, weeks, months, and year. It updates every 30 minutes. Chris will look for more tools to protect website.

Nate said that we need to get people signed up for both website and outreach subcommittees and set up a schedule, concentrating on WordPress first.

Darren & Sara will work on drafting a message for mailing list – implementing new outreach effort and new follow feed. Chris will send to past workshop attendees mailing list. Pari will see if professional associations will put in their newsletters and will add subscribing info to end of module.

Jacky suggested adding training sessions to Facebook Live or Vimeo. Nate said we can add to Outreach Committee's focus as options.

### 5. Walkthrough of Google Drive Reorganization



Nate reorganized folders and added templates. He will draft procedures and send to committee for comments.

## **6. Tutorial/Online Module for OhioERC Website**

The software used is Articulate Storyline 3 and 360.

Pari and Darren will next decide which kind of interactivity works best and add graphics. We could also videotape scenarios. The module will work on computers, tablets, smart phones, etc.

Darren asked if we can put a survey at the end and a link to subscription.

## **7. OhioERC Guidelines/Tip Sheets/Resources Review**

- Blockchain subcommittee

Pari said they are close to having a draft. It still needs a small re-write. The next project will be blockchain pros and cons, then records managers and IT so they can understand each other, and finally, use cases.

Paris spoke at blockchain group on records management to get them thinking if blockchain can be used in records scenarios.

- IG resource page

Information Governance was voted on and passed – post on website.

- Smart phones/text messaging – red flags and concerns

Nate, Pari, and John are starting a draft tip sheet with pros and cons of government owned vs. personal devices. Nate will run draft by public records unit.

Pari mentioned a mayor's meeting that didn't realize they were an open meetings violation. This had costs and consequences.

## **8. Upcoming Trainings/Presentations**

Mark is presenting “To Scan or Not to Scan” at the Ohio Vital Statistics Conference on August 14, 2019 and his blockchain cautions at the Ohio Recorders' Association on August 13 or 15, 2019.

Vendors are trying to get state blockchain contracts – cautions can help government make informed decisions.

Nate and Pari are doing presentations at the annual NAGARA conference in St. Paul, Minnesota, July 17-20, 2019.

Pari and Robin Heise were part of a grassroots effort to get HB 139 passed.

<https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA132-HB-139>

Pari presented at the Government Finance Officers Association in June at Kalihari Resorts – electronic topics, scanning tool, text messages.

## **9. Review New Action Items**

Next meeting is October 9, 2019. Remember to use the activity log.

Nate motioned to adjourn the meeting at 2:55 p.m. – Darren seconded – All ayes.



# OHIO ELECTRONIC RECORDS COMMITTEE

## MEETING MINUTES

<http://www.OhioERC.org>

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> <li>Records Custodian - Archives</li> </ul>	Send copies of documents to Fred
<ul style="list-style-type: none"> <li>Keep tabs on electronic records legislation</li> </ul>	John, Sara, Pari
<ul style="list-style-type: none"> <li>Review areas of expertise of members to see if we are lacking membership in certain areas</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Social media module subcommittee</li> </ul>	Pari, Darren, Sara, Mark, Fred
<ul style="list-style-type: none"> <li>Condense social media PowerPoint to 10 minutes.</li> </ul>	Darren, Sara, Fred
<ul style="list-style-type: none"> <li>Learn module software &amp; upload slides</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Work to have module ready in October</li> </ul>	Pari, Darren, Sara
<ul style="list-style-type: none"> <li>Send any good social media pictures to Pari for module</li> </ul>	All members
<ul style="list-style-type: none"> <li>Zoom meeting</li> </ul>	Pari, Sara
<ul style="list-style-type: none"> <li>Update active/inactive subcommittees on website</li> </ul>	Chris
<ul style="list-style-type: none"> <li>Summarize HB 139 for website</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Website subcommittee</li> </ul>	Chris, Alyshia, Mark, Eira, Jacky
<ul style="list-style-type: none"> <li>Public outreach subcommittee</li> </ul>	Darren, Nate, Sara
<ul style="list-style-type: none"> <li>Draft message for mailing list implementing new outreach effort/new follow feed</li> </ul>	Darren, Sara, Chris
<ul style="list-style-type: none"> <li>Blockchain subcommittee</li> </ul>	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, Mark
<ul style="list-style-type: none"> <li>Blockchain draft almost finished. Send for review.</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Send 1 pager on points to consider of a record</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Create list/spreadsheet of subject experts</li> </ul>	Mark, Nate
<ul style="list-style-type: none"> <li>Make sure everyone is in GoogleDrive &amp; reorganize content</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Smart phones/texting subcommittee</li> </ul>	Nate, John, Pari (review=Sara)
<ul style="list-style-type: none"> <li>Smart phone tip sheet draft by October</li> </ul>	Nate, John, Pari (review=Sara)
<ul style="list-style-type: none"> <li>Get organizational chart from our IT departments (units)</li> </ul>	All members to Pari
<ul style="list-style-type: none"> <li>Add minutes and roster to GoogleDrive</li> </ul>	Marlys