



OHIO ELECTRONIC RECORDS COMMITTEE
MEETING MINUTES
<http://www.OhioERC.org>

FINAL

DATE: 11 APRIL 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	A
	Sharlene Chance	✓		Kevin Latta	✓
	Mark Conrad	✓		Bill Lavin	✓
	Roger Hansen	A		John Runion	✓
	Jennifer Heapy	A		Pari Swift	✓
	Jeff Hitch	A		Eira Tansey	✓
GUESTS:					
Richard Hampton, Cuyahoga County					
✓ = Present; A = Absent; M = Medical Leave					

1. Approval of Minutes 10 January 2018

Chair Chris Wydman called the meeting to order at 12:31 pm.
 John motioned to accept the minutes – Bill seconded – All ayes.
 The minutes were approved.

2. Membership Committee Report

Richard Hampton from Cuyahoga County attended as a guest – Nate is sending him membership info.
 Introductions were made.

3. State Archives Update

Fred told us there is a revised transfer form (combined paper and electronic) on the State Archives website at https://www.ohiohistory.org/OHC/media/OHC-Media/Documents/transfer_form_final.pdf

OHRAB is seeking funding for online training and will do an electronic records brochure if the receive funding.



Pari told us that UELMA passed the Senate.

4. **Wrap-up: March 2 Workshop**

Mixup with transitioning between sessions and tour.

Mark said that everyone seemed engaged.

Nate suggested colored name tags or better signage.

Pari said it will be easier without tour for future sessions and we can devote more time for each session.

Alyshia said the comments were mostly positive.

5. **Workshop Requests**

Pari said that the Ohio Municipal Clerks Associations (NE and SW) reached out – guaranteed people and they would reserve room/facility.

Village of Mayfield has an auditorium, but might not be good for breakout sessions.

Pari and Chris will get more details.

6. **2019 OHRAB funding – program ideas (e.g. online learning module?)**

Darren said not much follow-up from vendor.

Pari is looking through OSU.

Fred needs info in a couple of weeks if we want grant for next budget cycle.

Pari – sample social media posts – how do you classify record? Record series? When private thread turns into public record – records retention issues.

\$2500-\$3000 to see if this works?

Sara said she could do webinar for free – would host and post.

Nate – Social Media Module subcommittee? Darren, Sara, Pari, Mark

7. **OhioERC Guidelines/Tip Sheets**

- Email – Alyshia, Pari, Mark – more than language, minor updates to generalize, expand to messaging? Research – Delaware and North Carolina archives. Major revision.
- Social Media – John, Darren – modernize, update definitions
- IG – Nate – more of a concept – explain what it is – provide links to authorities on subject. Chris asked maybe put it under Resources?
- Smart phones/red flags? – Nate – things you should and should not do – text messaging, images, videos – records retention schedule – office issued or your own phone – security aspects. Some vendors provide backup but can't count on that, IT needs to do backup. Could



have App on personal phone to keep things separate. Discovery could be an issue. Educate on rules and that it could be taken. Pari – how to preserve texts – talk with IT expert.

8. Other New Business from the Floor

Chris posted new guidelines from NARA.

John mentioned Pari’s bitcoin post – security of data – look at blockchain down the road.

Bill has a friend who could explain security and maybe blockchain.

Mark – ADA compliance for websites and documents on websites. Sara said K-12 shutting down investigations, taking stuff off websites or put phone number to get accessible version. Mark said no clear standards, people suing, pdf’s are a problem (image not text).

Next meeting is July 11 in the cardinal classroom.

Chris motioned to adjourn the meeting at 2:45 p.m. Pari 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 - explanation & links to resources for July meeting or before 	Nate, Chris, Darren, Pari
<ul style="list-style-type: none"> Email management- preliminary changes 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"> Research costs/details of creating an online learning module (Fred needs descriptive paragraph soon – 2 weeks after 4/11) 	Pari, Darren
<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"> Social Media Guidelines – modernize & update definitions and email to group before July meeting 	Darren, John (review)
<ul style="list-style-type: none"> Texting warning flyer tip sheet – overview of pitfalls, check one we already have from 2011 on phones, emails; public vs. private 	Pari, Nate, Mark, Chris (formatting)
<ul style="list-style-type: none"> Reach out to IT people re: preservation of texts 	John
<ul style="list-style-type: none"> Send membership info for Richard Hampton (Bill Lavin) 	Nate
<ul style="list-style-type: none"> Send formal thank you to Chris/Delaware 	Chris, Darren



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<ul style="list-style-type: none">• Follow up with Mayfield and SW clerks re: presentation length/group size	Pari
<ul style="list-style-type: none">• Follow up with NE clerks re: presentation length/group size	Chris
<ul style="list-style-type: none">• Gather workshop/presentation content on Google Docs	Presenters
<ul style="list-style-type: none">• Social media module subcommittee	Nate, Darren, Sara, Pari, Mark
<ul style="list-style-type: none">• Check for new case law on email	Darren, Nate
<ul style="list-style-type: none">• Update OhioERC links in guidelines PDF headers	Chris
<ul style="list-style-type: none">• Consolidate other state guidelines on website	Chris
<ul style="list-style-type: none">• Move inactive subcommittees, add new ones, spring clean website	Chris