



FINAL

**DATE: 14 APRIL 2021**

**LOCATION: ONLINE WITH MICROSOFT TEAMS**

**ATTENDEES:**

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

**1. Approval of Minutes 13 January 2021**

Chair John Runion called the meeting to order at 12:40 pm.

Pari motioned to accept the minutes – Chris seconded – All ayes. The minutes were approved.

**2. Online Training Module/Grant Funding**

- Social Media Online Training Module Update

650 people have registered so far. Pari and Darren used the training module for an ARMA presentation.

- Contacting new state elected officials on Social Media Online Training Module

Fred need more time to contact local officials/organizations through Auditor’s Office.

- NHRCF Funding Status

The OHRAB grant has been received to pay \$400 for software, maintenance, and storage. We need to spend by the end of 2021, and reports are due July 2021 and March 2022.

**3. OhioERC Guidelines/Tip Sheets/Resources Review**

- Email Management System Module subcommittee

Pari will move subcommittee communications back to email. Pari and Alyshia are pulling apart previous presentations.

What are people using? Outlook, Microsoft 365, GoogleDocs, Exchange, and Gmail are all public records if used for work.



○ Blockchain subcommittee

Pari said the new document is challenging. They are looking at what should records managers be concerned about: records life cycle, legal considerations, and characteristics of records that would or would not work for blockchain.

○ Remote Work/Online Conferencing subcommittee

Nate said content of tip sheet would draw from Pari's guidance sheet from OSU and best practices. Microsoft Teams is really different from other platforms. Tip sheet will focus on record being created, records resulting from meeting, meeting vs. webinar, and base on record, not format.

#### 4. Posting to WordPress Site

Sara, Alyshia, and Chris have volunteered to write. Darren, Marlys, and John have volunteered to review.

#### 5. State Archives Update

Fred said they are still working remotely and the Archives are closed to the public. They continue to work on the public catalog and archive space. They are updating their research guides.

Fred said the State Archives is hosting an Electronic Records Webinar. Details are at <https://www.ohiohistory.org/learn/archives-library/state-archives/local-government-records-program>.

OHRAB is taking applications for professional development scholarships through April 30th. More information is available at <https://ohrab.org/2021-professional-development-scholarships/>.

#### 6. Membership Committee Update

John again reached out to Richard Hampton and got no response. He will be removed from the listserv.

#### 7. Website Committee Update

- Website statistics for 1st quarter 2021:
  - January: 145 visitors, 315 page views
  - February: 166 visitors, 369 page views
  - March: 311 visitors, 780 page views
  - **1st Q/total: 622/ 1464**
  - **Total subscribers: 171 (+4)**

##### Top Pages/Hits:

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Home page (515)              | 5. General ERM resources (60)       |
| 2. Voicemail as Records (146)   | 6. Databases as Public Records (52) |
| 3. Social Media guideline (121) | 7. Workshops (41)                   |
| 4. Email guideline (77)         | 8. Tip Sheets (37)                  |



**8. Outreach Committee Update**

- Developing Polling
  - Chris will work on test poll.

**9. Brainstorming Sessions**

Alyshia is working with OJFS and Fred. She has records that are electronic manuals – historically kept electronic, but are now being printed to send to Archive. They are working to keep them digital with electronic transfer. They want to transfer and then retain. Pari and Nate think this is really interesting and it will be easier to do this in the beginning.

Nate said that with so many permanently teleworking that there should be a lot less paper floating around.

John said we should think about a Born Digital subcommittee.

**10. Review New Action Items**

John motioned to adjourn the meeting at 2:58 pm – Marlys 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>Keep tabs on electronic records legislation (focus on Ohio)</li> </ul>	John, Sara, Pari, Marlys
<ul style="list-style-type: none"> <li>Promote Social Media module to newly elected local officials</li> </ul>	Fred
<ul style="list-style-type: none"> <li>Post reminder for Social Media module on website</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Hide module link on OhioERC web page if we get over 2000 hits</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Email Management System module subcommittee</li> </ul>	Pari, Kevin, Alyshia, Darren
<ul style="list-style-type: none"> <li>Purchase module software/use trial version to start</li> </ul>	Fred/subcommittee
<ul style="list-style-type: none"> <li>Website subcommittee</li> </ul>	Nate, Chris, Alyshia, Jacky
<ul style="list-style-type: none"> <li>Public outreach subcommittee</li> </ul>	Darren, Nate, Sara
<ul style="list-style-type: none"> <li>Do internal test poll with new WP-Polls widget. Send to committee.</li> </ul>	Nate, Chris
<ul style="list-style-type: none"> <li>Do a born digital poll – partner with CARMA?</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Blockchain subcommittee</li> </ul>	Pari, Dan, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
<ul style="list-style-type: none"> <li>New Blockchain document update by July.</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Include last few months of Jetpack in meeting minutes.</li> </ul>	Chris, Marlys
<ul style="list-style-type: none"> <li>Quarterly posters (2021)</li> </ul>	Sara, Nate, Alyshia, Chris
<ul style="list-style-type: none"> <li>Quarterly reviewers (2021)</li> </ul>	Darren, John, Marlys
<ul style="list-style-type: none"> <li>Update spreadsheets for topics/schedule</li> </ul>	Alyshia
<ul style="list-style-type: none"> <li>Remote work online conferencing subcommittee</li> </ul>	Darren, Nate, Chris, John
<ul style="list-style-type: none"> <li>Remote tip sheet draft by July.</li> </ul>	subcommittee
<ul style="list-style-type: none"> <li>Reach out to potential new members</li> </ul>	John, Darren
<ul style="list-style-type: none"> <li>Update website Resources and clean up broken links</li> </ul>	Nate, Chris