FINAL

DATE: 11 JANUARY 2023

LOCATION: ONLINE WITH MICROSOFT TEAMS

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Alyshia Benedict	✔	**Vice Chair:**	Sara Clark	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	John Runion	✔
State Archivist:	Fred Previts	✔			
Members:	Jacqueline Johnson	✔		Tina Ratcliff	✔
	Elise Kelly	✔		Darren Shulman	✔
	Kevin Latta	✔		Pari Swift	✔
	Andrea Lavens	✔		Chris Wydman	✔
	Nathan Owens	✔			
GUESTS:					

✔ **= Present; P = Phone; N= Notified Absent; A = Absent;**

1. **Approval of Minutes 12 October 2022**

   Chair Alyshia Benedict called the meeting to order at 12:31 pm.

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

2. **Membership Committee Update**

   o New Members

   OhioERC welcomed new members Tina Ratcliff, County Records & Information Manager for Montgomery County Records Center & Archives, and Elise Kelly, Multimedia Archivist for Greene County Records Center & Archives.

   Alyshia told us that former member Eira Tansey won't be able to rejoin yet. We will check with her again in the fall.

3. **November Webinar Update**

   o Shifting to a Remote Workplace: Records Management Best Practices and Lessons Learned While Working From Home: Feedback

   - 92 registered for the morning session, 80 attended.
   - 27 registered and attended the afternoon session.
   - 12 watched later.

   Covid was a shock to workflows. New records were created due to new platforms.

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

   o Update on Email Training Series

   Social Media could have 2000 hits, but only has 753. We should promote again.

   Electronic Records Day presentation got 195 views on YouTube.

   Fred said that part 1 = 621 hits (+22 since October), part 2 = 390 hits (+5), part 3 = 329 hits (+6), and part 4 = 329 hits (+9).

   Pari will check numbers for actual completion.

   o NHPRC Funding

   Fred said we should be able to have the State Archives fund Screencast again this year (Recurring costs are around $100 a year).

   Nate asked if we still like using the new tool to make modules. Everyone thought we should keep it. Kevin likes the software and says it is super easy for him to use. He just needs a PowerPoint and a voice recording.

   o Next Module Topic/Training Ideas

   Nate has poll results – 1. Digital Preservation – 2. Shared Drive and Network Cleanup – 3. Records Retention: Text and Instant Messaging.

   Nate said we need to do some research on our end. Pari said the new people can be a benefit from the archives/digital preservation perspective. Pari has a Naming Conventions document she can throw together. Elise has retention schedules. Tina has something on preservation of long-term electronic records. Elise said that Preservica really helps. They have 5 million digital records. Nate will start putting together best practices. Pari said we need to form a working group to bullet point. Pari said that Naming Conventions and Shared Drive would be fast and easy to do.

5. **Subcommittee Overview**

   The subcommittee chart was updated.

6. **Website Committee Update**

   o Website statistics for 4th quarter 2022

   - October: 378 visitors, 887 page views
   - November: 237 visitors, 565 page views
   - December: 212 visitors, 399 page views

   - **4th Q/total:** 827 visitors/ 1851 page views
     - (-75/-525 compared to 3rd Quarter)

   - **Yearly total for 2022:** 4309 visitors/ 10435 page views
     (+1505/+3501 compared to 2021)

- **Top Pages/ hits (4Q):**

  - Homepage (558)
  - Trainings/Workshops (108)
  - Social Media Guideline (101)
  - Information Governance (87)
  - Tip Sheets (82)
  - Databases as Public Records (64)
  - Email Mgmt Guideline (56)

  o Develop a Plan for Updating the Website

  Nate wants to get rid of old links and unnecessary links. We can use stats to see what isn't being used.

7. **Outreach Committee Update**

   o Facebook Deactivation and LinkedIn Update

   Facebook has been deactivated and Darren posted the training sessions on LinkedIn.

   o Next Polling Question

   Sara wondered if there was something we could ask about shared drives. Nate thought the worst problems might be old, disorganized naming conventions, stuff from former employees. We could have examples or just have an open forum for people to have their opinions heard.

   o Blog Post Quarterly Posters and Reviewers for 2023

   Posters are Sara, Elise, Alyshia, and Fred. Reviewers are Jacky, John, Tina, and Alyshia. Darren will add to LinkedIn. Chris said to email group if you need help with topic.

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

   o New Subcommittee for Updating Guidelines, Tip Sheets, Resources, etc.

   Sara pulled a collective list and dated the last update for each entry.

   o Database Records

   No update.

   o Security Risks

   The goal is to create a new tip sheet from OSU docs.

9. **State Archives Update**

   Fred said the Ohio History Connection is still open by appointment Wednesday through Friday. Kevin continues to add records to Preservica and they are inventorying paper and microfilm.

   Just the Basics webinar will be on January 24 and is $20. https://www.ohiohistory.org/wp-content/uploads/2022/02/Just-the-Basics-Description.pdf

   OHRAB is accepting applications for regrants through March 31. Grants of $500 to $5,000 are available to archival institutions to fund projects to preserve and/or provide access to Ohio's historical records. https://ohrab.org/grants/regrant/

10. Brainstorming Sessions

We will look at Office 365 later.

NAGARA presence – NAGARA is in Cincinnati this year, on July 18-21 https://nagara.org/annualconference Nate is on the programs committee. Presentation proposals are due Friday. Pari thinks we should do a pre-conference workshop. Nate asked about doing Scanning Feasibility. Nate said we should at least do promotional materials and applications and wondered if we could get a table. Pari said she would ask. Nate thought we might do a workshop on email management or maybe find someone to partner with and do half of a workshop.

11. Review New Action Items

Alyshia moved to adjourn the meeting. Darren seconded. All ayes. The meeting was adjourned at 2:51 pm.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation (focus on Ohio)	John, Sara, Pari, Marlys
• Hide Social Media module link on web page if over 2000 hits	Nate
• Track how many have used EMS module by next meeting	Kevin, Chris
• Website subcommittee	Nate, Chris, Alyshia, Jacky, Marlys, John, Kevin
• Develop overview of what we have and vote at next meeting to remove or edit	Nate, Alyshia will help if needed, Chris can provide stats
• Update website and clean up broken links (after review)	Nate, Chris
• Guidelines subcommittee	Sara, Alyshia, Marlys
• Public Outreach subcommittee	Darren, Nate, Sara
• Deactivate Facebook and remove Facebook logo/link from website	Pari, Darren, Chris, Dan N.
• Blockchain subcommittee	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
• Update blockchain members	Pari
• New Blockchain case studies document	Subcommittee
• Quarterly posters (2023)	Sara, Elise, Alyshia, Fred
• Quarterly reviewers (2023)	Jacky, John, Tina, Alyshia

• Add blog posts to LinkedIn	Darren
• Remote work online conferencing subcommittee	Darren, Nate, Chris, John
• Office 365 and how it affects retention – start initial info gathering	John, Pari
• Recruit new members	All members
• Database Records subcommittee – tip sheet and review/revise guidelines	Pari, Sara (legal), Andrea (database), John, Alyshia
• Security Risks subcommittee – tip sheet	Pari, Nate, Andrea, Jacky
• Share school best practices documents re: risks	Sara
• Update website active and inactive subcommittees	Chris
• Promote social media and email modules	All members
• Digital Preservation Exploratory Working Group	Elisa, Tina, John
• Shared Drives/Naming Conventions module – provide content	Pari, Chris, Nate, Alyshia
• Develop new poll – email details to group	Nate, Chris
• Brainstorm NAGARA workshop last week of January	Pari, Nate, John, Chris