



**FINAL**

**DATE: 12 APRIL 2023**

**LOCATION: ONLINE WITH MICROSOFT TEAMS**

**ATTENDEES:**

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

**1. Approval of Minutes 11 January 2023**

Chair Alyshia Benedict called the meeting to order at 12:33 pm.

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

**2. Membership Committee Update**

OhioERC voted to approve and then welcomed new member Shelby Beatty, Archivist & Records Manager for Sinclair Community College.

**3. Online Training Module**

- Online Training Funding

Fred said we are good on funding. Kevin said there is a software key that comes with the program that others should be able to use.

- Update on Email Training Series

Kevin said that people still aren't viewing the last two parts as much as the first two. Part 1 = 650 hits (+29 since January), part 2 = 413 hits (+23), part 3 = 345 hits (+16), and part 4 = 348 hits (+19).

Alyshia's supervisor is interested in email retention training and may use our module.



- Social Media Training Stats
  - 636 have registered – 5 in 2023, 52 in 2022, 76 in 2021, and 519 in 2020.
- Next Module Topic/Training Ideas: Digital Preservation and Shared Drives
  - Pari has 2 powerpoints we can base it on. One is more in depth - 10-15 minutes and 25 minutes. Nate said it would be a good idea to mention ADA compliance in slide.
    - Poll Question Reminder
      - Nate said that the next big topics should be shared drives and retention of texts/instant messages.

#### 4. Website Committee Update

- Website Issues/Technical Considerations
  - Chris said that the website states are skewed due to security issues, turning on and off plugins, including jetpack for 3 weeks in February. However, there are spikes after conferences. There were 154 hits on Blockchain after Pari presented. He said we need separate pages to record hits for what are now links. Chris said the broken link checker went away and that the plugins to replace it don't work and break other tools.
- Website statistics for 1st quarter 2023
  - January: 242 visitors, 587 page views
  - February: 102 visitors, 215 page views (NOTE: *site analytics tool was down from 2/8 - 2/27, so Feb stats/1st Q stats are incomplete*)
  - March: 383 visitors, 999 page views
  - **1st Q/total:** 727 visitors/ 1801 page views
    - (-100/-50 compared to 4th Quarter)
    - (-204/-322 compared to 1<sup>st</sup> Quarter 2022)
  - **Top Pages/ hits (1Q):**
    - Homepage (530)
    - Blockchain (174)
    - Social Media (101)
    - Trainings/Workshops (88)
    - Databases as Public Records (69)
    - Digital Imaging (68)
    - IG (65)
    - ERM (63)
    - Email Mgmt (62)
- WordPress Site Review 2023
  - Nate made a spreadsheet of recommendations, most of outside resources no longer needed.

#### 5. OhioERC Guidelines/Tip Sheets/Resources Review

- Database Records Retention and Disposition Tip Sheet Review



Pari said it is geared towards records managers. Pari suggested Darren and Sara review matching guideline. Marlys suggested changing personal information graphic. Sara moved to approve with changes – Alyshia seconded – All ayes.

o County/Local Government Records Centers and Digital Preservation Tip Sheet Review

John has a first draft has headlines/topics/bullet points. Nate said we should add links to RFP process, who's at the table, etc., examples of items needed to be preserved. Nate said we should look at general schedules. Tina asked if we need to eliminate company names. John said we don't endorse products but could use as an example.

**6. Additional Subcommittee Updates**

No updates.

**7. State Archives Update**

Kevin is leaving to take a position at the Ohio State University.

Managing Email webinar will be on April 18. <https://www.ohiohistory.org/wp-content/uploads/2022/02/Email-Description.pdf>

OHRAB is accepting applications for professional development scholarships through August 18. <https://ohrab.org/professional-development-scholarships-6/>

**8. NAGARA Conference (July 17<sup>th</sup>-21<sup>st</sup>) Update**

Pari said table space is still tentative. We will probably put information in conference bag. Nate said we need to produce handout for bag. Pari suggested list of resources and summary. Flash drives were discussed and dismissed due to lack of funding. Pari said 100 attendees have registered so far and hopes for 300-350. 10 have registered so far for our pre-conference workshop.

Nate suggested what various counties are doing, build story, hand on activities, 4 hours long. John needs examples of county guidelines.

John has been elected as local government representative to NAGARA board.

**9. Brainstorming Sessions**

The Ohio Government Finance Officers Association would like a speaker October 12 for their conference <https://econnectdirect.com/upcoming-conference/ohio-gfoa-annual-conference-ogfoa/>. They expect 500 attendees. Sara said she could co-present. Pari is doing something similar in June. Pari will investigate and bring back to group.

**10. Review New Action Items**

Alyshia made a motion to adjourn the meeting. John so moved. Chris seconded. All ayes. The meeting was adjourned at 3:02 pm.



**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>• Hide Social Media module link on web page if over 2000 hits</li> </ul>	Nate
<ul style="list-style-type: none"> <li>• Track how many have used EMS module by next meeting</li> </ul>	Kevin, Chris
<ul style="list-style-type: none"> <li>• Website subcommittee</li> </ul>	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
<ul style="list-style-type: none"> <li>• Nate made a site review spreadsheet – review with website subcommittee before next meeting – set priorities</li> </ul>	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
<ul style="list-style-type: none"> <li>• Update website and clean up broken links (after review)</li> </ul>	Nate, Chris
<ul style="list-style-type: none"> <li>• Guidelines subcommittee</li> </ul>	Sara, Alyshia, Marlys
<ul style="list-style-type: none"> <li>• Subcommittee - meet to review Sara’s spreadsheet</li> </ul>	Sara, Alyshia, Marlys
<ul style="list-style-type: none"> <li>• Public Outreach subcommittee</li> </ul>	Darren, Nate, Sara
<ul style="list-style-type: none"> <li>• Remove Facebook logo/link from website</li> </ul>	Chris
<ul style="list-style-type: none"> <li>• Blockchain subcommittee</li> </ul>	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
<ul style="list-style-type: none"> <li>• Update blockchain members</li> </ul>	Pari
<ul style="list-style-type: none"> <li>• New Blockchain case studies document</li> </ul>	Subcommittee
<ul style="list-style-type: none"> <li>• Quarterly posters (2023)</li> </ul>	Sara, Elise, Alyshia, Fred
<ul style="list-style-type: none"> <li>• Quarterly reviewers (2023)</li> </ul>	Jacky, John, Tina, Alyshia
<ul style="list-style-type: none"> <li>• Add blog posts to LinkedIn</li> </ul>	Darren
<ul style="list-style-type: none"> <li>• Promote training modules on blog</li> </ul>	Quarterly posters
<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>• Office 365 and how it affects retention – start initial info gathering</li> </ul>	John, Pari
<ul style="list-style-type: none"> <li>• Recruit new members</li> </ul>	All members
<ul style="list-style-type: none"> <li>• Database Records subcommittee – review/revise guidelines</li> </ul>	Pari, Sara (legal), Andrea (database), John, Alyshia
<ul style="list-style-type: none"> <li>• Security Risks subcommittee – tip sheet</li> </ul>	Pari, Nate, Andrea, Jacky
<ul style="list-style-type: none"> <li>• County Records and Preservica - tip sheet (put into template and share</li> </ul>	John, Nate, Tina, Elise



# OHIO ELECTRONIC RECORDS COMMITTEE

## MEETING MINUTES

<http://www.OhioERC.org>

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with whole committee)	
<ul style="list-style-type: none"><li>• Share school best practices documents re: risks</li></ul>	Sara
<ul style="list-style-type: none"><li>• Update website active and inactive subcommittees</li></ul>	Chris
<ul style="list-style-type: none"><li>• Promote social media and email modules</li></ul>	All members
<ul style="list-style-type: none"><li>• Shared Drives/Naming Conventions module – provide content</li></ul>	Pari, Chris, Nate, Alyshia
<ul style="list-style-type: none"><li>• Develop new poll – email details to group</li></ul>	Nate, Chris
<ul style="list-style-type: none"><li>• NAGARA workshop - put together document about OhioERC</li></ul>	Nate, Alyshia
<ul style="list-style-type: none"><li>• NAGARA workshop – pre-con workshop</li></ul>	Nate, John, Tina, Pari
<ul style="list-style-type: none"><li>• Put applications in GoogleDrive</li></ul>	Sara or Alyshia?