FINAL

DATE: 12 JULY 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	N			
Members:	Shelby Beatty	✔		Nathan Owens	✔
	Zachary Eberlyn	✔		Tina Ratcliff	✔
	Jacqueline Johnson	A		Darren Shulman	✔
	Elise Kelly	✔		Pari Swift	N
	Andrea Lavens	✔		Chris Wydman	N
	Kevin Lyman	✔			
GUESTS:					
✔ = Present; P = Phone; N= Notified Absent; A = Absent;					

1. **Approval of Minutes 12 April 2023**

    Chair Alyshia Benedict called the meeting to order at 12:34 pm.

    Tina motioned to accept the minutes – Sara seconded – All ayes. The minutes were approved.

2. **Membership Committee Update**

    OhioERC welcomed Zachary Eberlyn, Warehouse, Records, & Mail Services Manager for the Ohio Department of Jobs and Family Services, and Kevin Lyman, DIC Tech II for the Franklin County Document Imaging Center. Alyshia recommended accepting them as new members – Darren motioned – John seconded – All ayes.

    Kevin Latta resigned due to new job duties.

3. **Online Training Modules**

    o   Update on Email Training Series

        No stats right now.

    o   Social Media Training Stats

        No stats right now.

o   Next Module/Training Topics: Naming Conventions

Nate told us that Pari has a slide deck that just needs to be plugged in and narrated. He added that people want to know what to invest their time and money on. Nate thinks we can put out naming conventions by October.

4. **Website Committee Update**

o   Website statistics for 2nd quarter 2023

- April: 254 visitors, 792 page views
- May: 345 visitors, 756 page views
- June: 319 visitors, 602 page views

- **2nd Q/total:** 918 visitors/ 2150 page views

    - (+191/+349 compared to 1st Quarter)
    - (-703/-1866 compared to same quarter 2022)

Top Pages/ hits (2Q):

- Homepage (736)
- Social Media (189)
- Tip Sheets (128)
- Trainings/Workshops (119)
- Databases as Public Records (109)
- Digital Imaging (97)
- blog post: NAGARA conference announcement (78)
- IG (69)
- Email (64)
- Blockchain Technology (63)

Subscribers: 189

Chris has new software to gather stats. This should help in the future as he learns how to use it.

o   Quarterly Poster and Reviewer

Alyshia will have a new blog post for around the 15th.

o   WordPress Site Review and Design Updates

Nate is re-examining the website layout. He wants to focus on topics, not format, and breakout via online training vs past training. He wants to increase ease of access and create better stats.

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

o   Guidelines Subcommittee

Sara wants to update guidelines, migrate guidelines after deciding about what move, delete, or archive. Nate suggested breaking into categories/topics. Sara will update spreadsheet into subcategories and send to committee.

o Database and Security Tip Sheet

 Posted.

o County Records and Preservica Tip Sheet

John had no new updates. Elise has a page with bullet points to add to tip sheet after NAGARA. Fred had suggestions to make more general, not just Preservica.

6. **Additional Subcommittee Updates**

o Office 365 and Retention

John and Pari want to back away until other topics are finished – will revisit in October.

o Security Risks

Pari is involved through OSU – will revisit in October for tip sheet.

7. **State Archives Update**

No updates.

8. **NAGARA Conference (July 17th-21st) Update**

A record number of attendees have registered. The handout is finished. 400 copies will go in attendee bags.

The preconference workshop has 40 attendees. Nate, John, Tina, and Pari have finalized the slides and made them interactive. Nate thinks we can turn it into an online module later.

9. **Ohio GFOA Conference**

John is doing a 1-hour presentation on records management retention forms for emails/texts/ messaging.

10. **Brainstorming Sessions**

o ODJFS Training: Email and Data Retention

Alyshia reported that they are going to use some of our training and base other training on our training.

o New ideas or discussion topics

Nate said the State is auditing records management practices – STARS – more interest from people getting dinged. Tina said that in 2019 the State said they would audit more. It was delayed due to Covid. In 2022 they started hitting people hard.

Nate is presenting to the Department of Agriculture in October.

Tina suggested someone from the State Auditor's Office as being good for the committee.

Nate suggested a resource for those affected by audits.

Sara said that school districts have also run afoul of STARS and agrees that someone from the State Auditor's Office would be good for the committee. Sara said that people are using open meetings law lawsuits to sue school district records commissions as individuals.

Alyshia said that incarcerated individuals are filing large public records requests to get $1000 for untimely answers. Nate said that timely responses can be achieved with rolling release of information. John said they request payment up front for copies.

Alyshia is undergoing a project improvement process and new software – will share results.

John would like to look at in person meetings for next year.

11. Review New Action Items

The meeting ended at 2:14 pm.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation (focus on Ohio)	John, Sara, Pari, Marlys
• Check on Lexis alerts	Marlys
• Hide Social Media module link on web page if over 2000 hits	Nate
• Track how many have used EMS module by next meeting	Chris
• Website subcommittee	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
• Nate made a site review spreadsheet – set priorities – focus on topics, not format/ online training vs. past trainings	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
• Update website and clean up broken links (after review)	Nate, Chris
• Guidelines subcommittee	Sara, Alyshia, Marlys
• Break guidelines spreadsheet into categories/topics and send to committee for next meeting (subcommittees needed)	Sara
• Public Outreach subcommittee	Darren, Nate, Sara
• Remove Facebook logo/link from website	Chris
• 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

Task	Assigned
• Quarterly reviewers (2023)	Jacky, John, Tina, Alyshia
• Add blog posts to LinkedIn	Darren
• Promote training modules on blog	Quarterly posters
• Remote work online conferencing subcommittee	Darren, Nate, Chris, John
• Office 365 and how it affects retention – start initial info gathering (back off until October)	John, Pari
• Recruit new members	All members
• Database Records subcommittee – review/revise guidelines	Pari, Sara (legal), Andrea (database), John, Alyshia
• Security Risks subcommittee – tip sheet – revisit in October	Pari, Nate, Andrea, Jacky
• County Records and Preservica - tip sheet (put into template and share with whole committee)	John, Nate, Tina, Elise
• Share school best practices documents re: risks	Sara
• Update website active and inactive subcommittees	Chris
• Promote social media and email modules	All members
• Shared Drives/Naming Conventions module – provide content	Pari, Chris, Nate, Alyshia
• Naming Conventions Module – meet in August	Pari, Chris, Nate, Alyshia
• Develop new poll – email details to group	Nate, Chris
• NAGARA workshop – pre-con workshop – let us know how it went	Nate, John, Tina, Pari
• Put applications in GoogleDrive	Sara or Alyshia?
• Add new members to GoogleDrive	Nate