



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

FINAL

DATE: 18 OCTOBER 2023

LOCATION: ONLINE WITH MICROSOFT TEAMS

ATTENDEES:

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

1. Approval of Minutes 12 April 2023

Vice Chair Sara Clark called the meeting to order at 12:33 pm.

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

2. Membership Committee Update

There were no updates.

Sara asked if there were any new member suggestions but thought that we are in a good place. John agreed but will mention at CARMA. Andrea has a person in mind from the City of Westerville.

3. Online Training Modules

- Social Media Module

Module is not near 2000 hits. Nate will mention in the trainings he’s doing. Sara said that there are two pending cases on elected officials using/mis-using social media at the U.S. Supreme Court.

- Update on Email Training Series

Fred said that as of October 13, pt.1 has 724 hits, pt.2 has 459 hits, pt.3 has 381 hits, and pt.4 has 384 hits.



- Naming Conventions

They met in August, reviewed Pari's slides, and are waiting for Pari to clean up a few things. Sara offered help with video. Nate said they would circle back as a subcommittee.

4. Website Committee Update

- Website statistics for 3rd quarter 2023
 - July: 231 visitors, 530 page views
 - August: 298 visitors, 760 page views
 - Sept: 310 visitors, 585 page views
 - **3rd Q/total:** 839 visitors/ 1875 page views
 - (-79/-275 compared to 2nd Quarter)
 - (-63/-501 compared to 3rd Quarter last year)

Top Pages/ hits (3Q):

- Homepage (765)
 - Social Media (119)
 - Trainings/Workshops (110)
 - Digital Imaging (92)
 - Information Governance (73)
 - Databases as Public Records (72)
 - Tip Sheets (63)
- Quarterly Poster and Reviewer (Fred and Alyshia)

Fred posted about Electronic Records Day. Nate has suggestions for other topics on a spreadsheet on GoogleDrive.
 - Guidelines Subcommittee

Sara is trying to make the website more user-friendly. Sara made a table to review process by category and wants to switch to topic based search.
 - WordPress Site Review and Design Updates

Nate is making a dropdown menu by category.

5. OhioERC Guidelines/Tip Sheets/Resources Review

- County Records and Preservica Tip Sheet

John said they will remove references to a specific product and make more general. Elise said that the generalized language is pretty much ready to go. John wants to add introduction. Rename as Digital Preservation Tip Sheet.



6. Additional Subcommittee Updates

- Office 365 and Retention
 - O365 Polling Question
Ready to go. Chris will post after meeting.
- Other Subcommittee Updates
No updates.

7. State Archives Update

Fred said the State Archives is conducting an E-records Archivist search. They have more local government training opportunities with their Concepts in Records series: <https://www.ohiohistory.org/research/local-government-records-program/local-government-training-opportunities/> The next one is on December 1, and past recordings are available. The State Archives has revised retention schedules for libraries. They are open to the public Wednesdays and Thursdays, 12:30pm-3:00pm. No appointments are necessary, but you can page materials ahead of time.

8. July NAGARA Conference Update

48 people attended the preconference workshop. It went very well. There was a handout/flyer in every tote bag. It was the largest NAGARA so far.

9. October Ohio GFOA Conference Update

60 people attended and it was well received. John got some nice comments. Chris said Jetpack was down afterwards, so we don't know how much traffic it brought in.

Sara thanked everyone who participated in both conference presentations.

10. Brainstorming Sessions

Nate brought up that 2024 is election season again and there will be new officials and we should plug training for them. Sara said that they had had significant school board turnover.

Tina said that smaller counties are concerned with electronic records long term preservation. John said they are disbanding their Microfilm Board in favor of electronic. They are worried about what they can afford. It's not cheap to preserve electronically long term. Sara wondered about State Archives stance. Nate said they are planning on digitizing microfilm at the AG. Tina said officials don't trust electronic storage because there isn't an American company. Preservica is British. Others are Spanish and Belgian. Elise said that Iron Mountain seems to be headed that way. Andrea is using OnBase to convert to TIFF files. Tina does too but has concerns about long term. John also has OnBase Unity and it was \$53,000 last year, \$66,000 next year. It will be over \$100,000 to keep using. When does it become cost prohibitive? Sara said we should add it to the agenda for next time to discuss long term digital costs and concerns.

11. Next Year Calendar Dates

Alyshia will send out invites.



12. Review New Action Items

The meeting ended at 2:32 pm.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Keep tabs on electronic records legislation (focus on Ohio) 	John, Sara, Pari, Marlys
<ul style="list-style-type: none"> • Hide Social Media module link on web page if over 2000 hits 	Pari
<ul style="list-style-type: none"> • Track how many have used EMS module by next meeting 	Fred
<ul style="list-style-type: none"> • Website subcommittee 	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
<ul style="list-style-type: none"> • Update website and clean up broken links (after review) 	Nate, Chris
<ul style="list-style-type: none"> • Guidelines subcommittee 	Sara, Alyshia, Marlys
<ul style="list-style-type: none"> • Resources review – sign up for and review 1-2 topics before January meeting. Each team should recommend KEEP, REVISE or DELETE. 	All members
<ul style="list-style-type: none"> • Public Outreach subcommittee 	Darren, Nate, Sara
<ul style="list-style-type: none"> • Blockchain subcommittee - new Blockchain case studies document 	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
<ul style="list-style-type: none"> • Quarterly posters (2023) 	Sara, Elise, Alyshia, Fred
<ul style="list-style-type: none"> • Quarterly reviewers (2023) 	Jacky, John, Tina, Alyshia
<ul style="list-style-type: none"> • Add blog posts to LinkedIn 	Darren
<ul style="list-style-type: none"> • Promote training modules on blog 	Quarterly posters
<ul style="list-style-type: none"> • Office 365 and how it affects retention – start initial info gathering (meet before January and clarify scope) 	John, Pari
<ul style="list-style-type: none"> • Digital Preservation Tip Sheet – John needs to write Intro. Send to committee for review. Vote via email before January. 	John, Nate, Tina, Elise
<ul style="list-style-type: none"> • Shared Drives/Naming Conventions module – provide content 	Pari, Chris, Nate, Alyshia