



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.OhioERC.org>

DRAFT

DATE: 8 JANUARY 2025

LOCATION: ONLINE WITH MICROSOFT TEAMS

ATTENDEES:

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

1. Election of Officers

Chair Sara Clark called the meeting to order at 12:31 pm.

- Term: January 1, 2025 – December 31, 2026

Sara Clark became the Chair and Alyshia Benedict became the Immediate Past Chair.

- Proposed Slate:

Elise Kelly for Vice Chair and Marlys Bradshaw for Secretary. Sara suggested someone shadowing Marlys until she retires and will solicit nominations in April and elect a replacement in July. Darren so moved to accept the proposed slate – Chris seconded – All ayes. The officers were approved. Sara thanked Alyshia for serving as chair the last two years and thanked Elise and Marlys for serving as officers.

2. Approval of October 16, 2024 Minutes

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

3. Membership Committee Update

Sara reported no updates as far as membership. She mentioned that Elise is now chair of the Membership Committee. Nathan mentioned that Pari Swift suggested a potential member. Sara will contact him.



4. Online Training Modules

- Social Media Module

Sara reported that 809 have registered for the training out of 2,000 spots available.

- Update on Email Training Series

Fred reported the following stats as of January 7, 2025:

- Part 1: 883 views
- Part 2: 560 views
- Part 3: 466 views
- Part 4: 487 views

- Naming Conventions

Nathan reported that Lealand is putting the training into Camtasia. He also suggested advertising the social media training and email training to newly elected officials. Lealand said he should be done by the end of the week. He will show it at the April meeting, and we will vote. Plans are to put on the website after April meeting.

5. Publications and Resources

- Blog Quarterly Posters and Reviewers

- January-March = Elise and Jacky

Chris asked that posters let him know when there is a new blog post so he can distribute it. Sara asked about the status of the survey. Chris mentioned he hasn't sent it out yet since he has been focused on re-organizing the website. Alyshia shared that the purpose of the survey is to see if we are missing any groups of people that we should target as subscribers. Sara suggested sending out the survey in July after we send out the introduction to the OhioERC. The committee discussed possible survey questions including:

- Number of years worked
- Level of government (state, county, municipality, etc.)
- Background/education
- Titles/roles

- OhioERC Guidelines/Tip Sheets/Resources Review

Sara reviewed the list of resources to be reviewed. Elise walked through the changes she made to the OhioERC General Guidelines.

Chris said we can remove some redundancies from other areas. Nate suggested adding other types of electronic records such as social media and we should review more before April.

Ohio Trustworthy Information Systems Handbook (2000) – Chris suggested we review and vote in April. Unique Characteristics of Electronic Records seems to be redundant, and it was suggested we take it down.



6. Website Committee Update

Chris said that deletions are still there but hidden from public view. Meetings are now under the About Menu. He removed Outside Resources. He next wants to create a topic-based menu bar. Chris will also delete red items marked for deletion and will make sure they are on GoogleDrive. Chris and Nate will hammer out menu structure after April and will test one section to see how it works.

Chris said we have 25 new subscribers.

○ Website stats- 4th Quarter 2024

- 688 visitors
 - -215 visitors compared to 3rd Quarter
 - -151 visitors compared to same quarter last year
- 1417 page views
 - -339 page views compared to 3rd Quarter
 - -458 page views compared to same quarter last year

○ Top Pages/ hits (4th Quarter 2024):

- Trainings/Workshops: 85
- Social Media guideline: 78
- Information Governance guideline: 71
- Blog- Public Officials and Social Media: 57
- Tip Sheets: 57
- Email Management guideline: 55
- General ERM guideline: 54
- Databases as Public Records guideline: 49
- Digital Imaging: 46

7. Additional Subcommittee Updates

○ Office 365 and Retention

Nate and subcommittee met in early December. Alyshia and John are reaching out to contacts. Nate envisions 3 or 4-piece guide – 1. Introduction to Office/Teams/OneDrive, 2. How Records Management is a Factor (high end explanation), 3. Architecture, 4. Sensitivity (HIPAA, taxation, etc.) Discovery Portal.

Sara worried about some of this being outdated immediately. Nate said that people don't realize things are saved in multiple places. Nate thinks high level explanation will remain relevant. Sara asked what are the next steps? Alyshia is still trying to get resources. She will reach out to Pari for resources on discovery and review resources with everyone.

○ Long-term Digital Preservation Subcommittee

Tina said that Elise did a blog post, and the subcommittee met at the end of last year. They plan to meet again and turn the blog post into a tip sheet.



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.OhioERC.org>

- Ohio Heritage Group Summit Update

The Cultural Heritage and Ohio Symposium (CHaOS) will be held at the State Library on June 9, 2025. The keynote will be “Ohio: A Tale of Two States,” with speaker Alison Goebel, the executive director of the Greater Ohio Policy Center. <https://ohiodig.org/ohio-chaos/ohio-chaos-2025-symposium>

- Other Subcommittee Updates

No updates.

8. State Archives Update

Fred said that they are working on new collections from State Emergency Response Commission and the Ohio Dept. of Natural Resources.

Work on Ohio Expo 2050 has closed some streets. <https://www.ohioexpocenter.com/p/about/street-closings>

OHRAB is offering regrants. Applications are due March 31, 2025. <https://ohrab.org/grants/regrant/>

9. Brainstorming Sessions

No thoughts.

10. Review New Action Items

Next meeting will be April 9 and will be hybrid. In person will be at the Ohio School Boards Association (8050 N. High Street, Columbus OH, 43235)

Sara ended the meeting at 2:11 pm.



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.OhioERC.org>

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> Keep tabs on electronic records legislation (focus on Ohio) 	John, Sara, Marlys
<ul style="list-style-type: none"> Hide Social Media module link on web page if over 2000 hits 	Chris
<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"> Delete Red and duplicate items after backing up in Google Drive 	Nate, Chris
<ul style="list-style-type: none"> Update website and clean up broken links (after review) – start with green sections and splash pages – start with IG? 	Nate, Chris
<ul style="list-style-type: none"> Guidelines subcommittee 	Sara, Alyshia, Marlys
<ul style="list-style-type: none"> Resources review – Read assigned section and make proposal for updates before next meeting. Social Media for next meeting. 	All members, Sara
<ul style="list-style-type: none"> Put General Guidelines/Trustworthy in GoogleDrive (finished) and make tracked changes/review for vote in April. 	Elise, all members
<ul style="list-style-type: none"> Quarterly posters (2025) 	Elise, Sara, Chris, Fred
<ul style="list-style-type: none"> Quarterly reviewers (2025) 	Jacky, John, Zach, Lealand
<ul style="list-style-type: none"> Promote training modules on blog 	Quarterly posters
<ul style="list-style-type: none"> Add blog posts to LinkedIn 	Darren
<ul style="list-style-type: none"> Survey subscribers to find out backgrounds – July 2025 	Alyshia, Sara, Chris
<ul style="list-style-type: none"> Naming Conventions module –Lealand is putting into Camtasia 	Chris, Nate, Alyshia, Lealand
<ul style="list-style-type: none"> Office 365 subcommittee – discuss and research – schedule subcommittee meeting 	Nate, Alyshia, John, Andrea
<ul style="list-style-type: none"> Long-term Digital Preservation subcommittee – meet and turn blog post into a tip sheet 	Tina, Elise, Fred, Lealand
<ul style="list-style-type: none"> Contact Jonathan Kirkwood (records manager at the University of Cincinnati) as potential new member 	Sara
<ul style="list-style-type: none"> Draft an email introducing the OhioERC and highlighting the social media and email trainings for Chris to distribute to government associations 	Sara, Chris