



# OHIO ELECTRONIC RECORDS COMMITTEE

## MEETING MINUTES

<http://www.OhioERC.org>

FINAL

DATE: 8 OCTOBER 2025

LOCATION: OHIO SCHOOL BOARDS ASSOCIATION AND 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:	Shelby Beatty	N		Tina Ratcliff	✓
	Zachary Eberlyn	N		John Runion	✓
	Jacqueline Johnson	✓		Darren Shulman	✓
	Andrea Lavens	✓		Chris Wydman	✓
	Nathan Owens	✓		Eleanor Zavada	A
GUESTS:					
✓ = Present; N= Notified Absent; A = Absent;					

### 1. Approval of July 9, 2025 Minutes

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

### 2. Membership Committee Update

Fred read a statement that as of October 4, 2025, the Ohio History Connection reduced their workforce by 13%. He said that he will be the only OHC person on OhioERC.

Elise will be going to the CARMA meeting in late October and will pass out a QR code. Nate has one from NAGARA she can repurpose.

Nate asked about NAGARA. It will be in Philadelphia in 2026.

### 3. Online Training Modules

- Social Media Module

Sara doesn't have new numbers yet.

- Update on Email Training Series

Fred reported the following stats:

- Part 1: 923 views (+21)
- Part 2: 594 views (+14)
- Part 3 had 489 views (+8), and Part 4 had 520 views (+13)

Sara asked if we blog posted it recently. Nate will add QR code to presentations.



- Naming Conventions

Nate thinks the module is still useful. How do we upload it to view online? It is now on Google Drive.

OHC bought license to Camtasia/Screencast. Fred will look into its use. Sara asked if we could post video on WordPress and do we need Screencast. Nate said that it wouldn't track users without Screencast. Fred will look into Screencast. Nate said the module was not interactive, so we may not need Screencast. Chris thought it might be too big for WordPress, but we might be able to use YouTube.

#### 4. Publications and Resources

- Introductory email for new government officials – sent 7/23

Sara received a call after email sent. Chris received no direct feedback, but Survey/Monkey showed that a lot of people read the email. Sara thinks we should send it out annually.

- Blog Quarterly Posters and Reviewers

- October-December = Fred and Nate
- January-March 2026 = Elise and Jacky
- April-June = Sara and Tina
- July-September = Chris and John
- October-December = Nate and Darren

- Survey to find out backgrounds of subscribers – posted 7/29

Chris said this was the greatest survey response yet.

##### **Audience/Constituency Survey of site visitors (51 respondents)**

- County government: 61.2% (31 votes)
- City/village/township: 20.4% (11 votes)
- Higher ed institutions: 10.2% (5 votes)
- State government: 4% (2 votes)

Nate suggested the next survey be about an issue or topic, or more about our subscribers (title or office affiliated with) Chris said we had around 212-218 subscribers.

- OhioERC Guidelines/Tip Sheets/Resources Review

- Ohio Trustworthy Information Systems Handbook (2000) – Andrea needs to review. Sara will look at legal and replace quotes with links to statutes.
- Hybrid/Microfilm Tip Sheet and Guidelines – Microfilm is going away with a drop-dead date in 2027. Tina and John think we should archive instead of updating. Chris asked if we wanted to make a statement.
- Identify next month's publications to review – continue with Trustworthy Handbook. Andrea will look at Databases as Public Records. Alyshia will look at Managing Web Content.

Elise brought up ADA compliance for digital content. State and local governments of 50,000+ persons have until April 24, 2026, and 0-49,999 persons have until April 26, 2027 to



comply. <https://www.ada.gov/resources/web-rule-first-steps/> Sara has a document she can post. Elise will add to digital preservation post.

## 5. Website Update

- Website Reorganization

Nate and Chris made drop-down menus so that we can better collect statistics.

- Website stats- 3rd Quarter 2025

- 1303 visitors
  - +269 from 2<sup>nd</sup> quarter
  - +400 from 3<sup>rd</sup> quarter 2024
- 2490 page views
  - +417 compared to second quarter
  - +737 compared to third quarter 2024
- Top Pages/ hits (3rd Quarter 2025):
  - Trainings/Workshops: 157
  - Post: "Updated ERM guideline available": 152
  - Social Media guideline: 123
  - Tip Sheets: 104
  - Imaging guideline: 87
  - Post: OERC Audience survey: 81
  - Email Management guideline: 80
  - ERM guideline: 64

## 6. Additional Subcommittee Updates

- Office 365 and Retention

No updates.

- Long-term Digital Preservation

Nate suggested a blog post about the Digital Initiatives & Standards Committee and what will replace microfilm. John says the DISC will meet October 21. He will share draft of standards and best practices. John will be part of the Minimum Standards subcommittee, Tina will be part of Security, and Elise will be part of Microfilm. Elise said they have a draft on how to go forward. Elise is doing a NAGARA presentation in October with Tina and Stephen Badenhop. Chris hopes they make sure that all voices are represented.

Sara asked if we should update the Hybrid Microfilm web page. Stay tuned? Wait for new guidance? Nate suggested warning about changes coming and that Fuji will no longer make film. Sara worried about people using old guidance. John hopes to have drafts with CARMA by the end of the month. Tina suggested leaving it on the site for now and replacing it by the end of 2026. Elise and John agreed. Andrea and Nate said we need to post something sooner. People will be in trouble if they haven't budgeted for it. Sara decided to keep on website, blog in January, share documents when finished.



- Other Subcommittee Updates

No updates.

## **7. State Archives Update**

Fred said that OHRAB and the Ohio Preservation Council are collaborating on the Ohio Preservation Kits Project. Applications are due on October 31, 2025. <https://ohrab.org/ohio-preservation-kits-project-supporting-preservation-in-ohio/>

## **8. New Business**

Nate and Pari have a presentation about AI and records management for the Ohio Municipal Clerks Association on November 20<sup>th</sup>. Nate thought he could work on a tip sheet after/next year. Sara said the school boards must have a policy by January 1<sup>st</sup>. Tina was asked a question about AI retention this week and thought that having guidance for it would be good.

Nate hired a new Records Analyst.

## **9. Public Comment**

No public comment.

## **10. Review Action Items**

Sara noted completed Action Items.

## **11. Next Meeting – January 14**

The next meeting will be on January 14th and will be online. Other meetings will be hybrid with in-person attendance at the Ohio School Boards Association (8050 N. High Street, Columbus OH, 43235)

Sara ended the meeting at 2:38 pm.



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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, Marlys
<ul style="list-style-type: none"><li>Hide Social Media module link on web page if over 2000 hits</li></ul>	Chris
<ul style="list-style-type: none"><li>Website subcommittee</li></ul>	Nate, Chris
<ul style="list-style-type: none"><li>Resources review – Read assigned section and make proposal for updates before next meeting.</li></ul>	All members, Sara
<ul style="list-style-type: none"><li>Update website – General Guidelines. Write blurbs. Build drop down menu based on categories. Drop old trainings but retain tip sheets and handouts as resources.</li></ul>	Nate, Chris
<ul style="list-style-type: none"><li>Trustworthy – review legal and IT info before next meeting</li></ul>	Sara, Andrea
<ul style="list-style-type: none"><li>Quarterly posters (2026) – email Chris &amp; Darren when sending out</li></ul>	Elise, Sara, Chris, Nate
<ul style="list-style-type: none"><li>Quarterly reviewers (2026)</li></ul>	Jacky, Tina, John, Darren
<ul style="list-style-type: none"><li>Promote training modules on blog</li></ul>	Quarterly posters
<ul style="list-style-type: none"><li>Add blog posts to LinkedIn</li></ul>	Darren
<ul style="list-style-type: none"><li>Naming Conventions module – 1. See which is best choice (Screencast/WordPress/YouTube) – Nate, Chris, Fred; 2. Send out for comment and vote – Nate; 3. Send concerns via email – all members.</li></ul>	Chris, Nate, Alyshia, Fred
<ul style="list-style-type: none"><li>Office 365 subcommittee – 1. Research; – 2. Schedule subcommittee meeting to discuss – John.</li></ul>	Nate, Alyshia, John, Andrea
<ul style="list-style-type: none"><li>Check Hybrid Microfilm on our website for use</li></ul>	Chris
<ul style="list-style-type: none"><li>Blog about NAGARA presentation (beginning of the year)</li></ul>	Elise