



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

FINAL

DATE: 14 JANUARY 2026

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:	Shelby Beatty	✓		Tina Ratcliff	✓
	Zachary Eberlyn	✓		John Runion	✓
	Jacqueline Johnson	✓		Darren Shulman	✓
	Andrea Lavens	✓		Chris Wydman	✓
	Nathan Owens	✓		Eleanor Zavada	✓
GUESTS:					
Haley Zehentbauer – Business Analyst, Stark County IT Department					
✓ = Present; N= Notified Absent; A = Absent;					

1. Approval of October 8, 2025 Minutes

Sara started the meeting at 12:31 pm. Tina motioned to accept the minutes – Nate seconded – All ayes. The minutes were approved.

2. Membership Committee Update

Elise reintroduced Eleanor (Elly) Zavada.

Elise welcomed Haley Zehentbauer from Stark County as a guest. The records center has moved to the Auditor/IT Department. John is succession planning.

3. Online Training Modules

- Social Media Module
 - Sara reported +9, with 847 views total.
- Update on Email Training Series
 - Fred reported:
 - Part 1: 967 views (+44)
 - Part 2: 614 views (+20)
 - Part 3: 503 views (+14)
 - Part 4: 538 views (+18)



Nate plugged the OhioERC during his Ohio Municipal Clerks Association presentation in November.

o Naming Conventions

Sent for review on October 8th. Some Ohio State examples flagged as too site specific.

Nate asked how to put it in Screencast. Fred thought that YouTube might be more expedient as the module is not interactive. Nate asked if there was better tracking through Screencast. Sara thought that YouTube would be fine if we are just tracking views. Fred said we don't have YouTube set up. Nate thought Screencast would be more consistent and something we already have. Fred said it was paid for through May/June, but he doesn't know about renewal. Sara thought we should stay with Screencast. Fred said he could look into how to use it. Nate said he would help.

Darren motioned to approve. Tina seconded. All ayes. The module was approved.

Fred/Nate will email group when finished. The quarterly poster will blog about it.

4. Publications and Resources

o Introductory email for new government officials

Chris will send through Mailchimp twice a year.

o Blog Quarterly Posters and Reviewers

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

Sara said we have had some good recent posts.

o OhioERC Guidelines/Tip Sheets/Resources Review

- Ohio Trustworthy Information Systems Handbook (2000) – Andrea will update legal text to links, merge documents, and send for approval.
- Hybrid/Microfilm Tip Sheet and Guidelines – John said we should cancel hybrid microfilm. Chris thought some would still use it. Keep on website until initiatives pass? Tina said it was outdated and we should remove it. Darren asked if we should retain for historical purposes. Nate suggested a disclaimer. Sara asked when guidance would come out. John said by the end of 2026. Sara said we should keep in the interim with a disclaimer that microfilm is going away/use with caution/guidance coming soon. Sara will put together hybrid microfilm disclaimer language.
- Databases as Public Records – Andrea updated and added links, condensed information. Sara will share link for comment/approval via email.
- Identify next month's publications to review – Tina will look at Digital Document Imaging. Nate and Shelby will look at ERM Systems.



- AI and Records Retention

Pari and Nate did a presentation for the Municipal Clerks. Nate will create a guidance document from it and has started a tip sheet. He ran through his slides. He talked about what to think about, how AI helps with records retention, how staff are using AI, and developing AI policies. Nate will break these up into separate documents.

5. Website Update

- Website Reorganization

Topics are in dropdown menus. Chris added tip sheets. He will add social media to tip sheets, add a dropdown menu for trainings, and remove separate tip sheet menu.

- Website stats- 4th Quarter 2025

Chris had an issue with Google Analytics. The account was disabled and he had to create a new account. He will try to back up locally from now on. Web stats for the 4th quarter were unavailable.

6. Additional Subcommittee Updates

- Office 365 and Retention

No updates. John will schedule a meeting.

- Long-term Digital Preservation

Tina said there are three subcommittees. Microfilm is dead. John is working on Standards. Security is lagging.

- Other Subcommittee Updates

No updates.

7. State Archives Update

Fred said that the team was revising workflows. OHRAB is offering \$5,000 regrants. Applications are due by March 31, 2026. See <https://ohrab.org/grants/regrant/>. OHRAB is offering \$300 Professional Development Scholarships. Applications are due by March 1, 2026. See <https://ohrab.org/professional-development-scholarships/>.

8. New Business

No new business.

9. Public Comment

No public comment.

10. Review Action Items

To be reviewed when setting the agenda.



11. Next Meeting – April 8, 2026

The next meeting will be on April 8th and 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 2:27 pm.



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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"> Website subcommittee 	Nate, Chris
<ul style="list-style-type: none"> Resources review – Read assigned section and make proposal for updates before next meeting. 	All members, Sara
<ul style="list-style-type: none"> Update website – General Guidelines. Write blurbs. Add social media tip sheets to Social Media dropdown menu. Add dropdown menu for Trainings. Remove separate tip sheet menu after tip sheets are all moved to topics. 	Nate, Chris
<ul style="list-style-type: none"> Trustworthy – 1. Update legal text to links; 2. Merge documents 3. Send out for comment and vote; 4. Send concerns via email – all members. 	Andrea
<ul style="list-style-type: none"> Databases as Public Records – share link for comment, send concerns and vote via email – all members. 	Sara
<ul style="list-style-type: none"> Review Digital Document Imaging 	Tina
<ul style="list-style-type: none"> Review ERM Systems 	Nate, Shelby
<ul style="list-style-type: none"> Quarterly posters (2026) – email Chris (Mailchimp) & Darren (LinkedIn) when posting, promote training modules quarterly. 	Elise, Sara, Chris, Nate
<ul style="list-style-type: none"> Quarterly reviewers (2026) 	Jacky, Tina, John, Darren
<ul style="list-style-type: none"> Naming Conventions module – 1. Upload to Screencast – Nate, Fred; 2. Send out for comment and vote – Nate; 3. Send concerns via email – all members. 	Chris, Nate, Alyshia, Fred
<ul style="list-style-type: none"> Office 365 subcommittee – 1. Research; – 2. Schedule subcommittee meeting to discuss – John. 	Nate, Alyshia, John, Andrea
<ul style="list-style-type: none"> Check Hybrid Microfilm on our website for use, write disclaimer language. 	Chris, Sara
<ul style="list-style-type: none"> Blog about NAGARA presentation (February) 	Elise
<ul style="list-style-type: none"> Send marketing pitch/introductory email through Mailchimp (January/July) 	Chris
<ul style="list-style-type: none"> Create guidance document(s)/tip sheet(s) from AI presentation 	Nate