Ohio Historical Records Advisory Board

Minutes, July 28, 2017

BOARD MEMBERS PRESENT:	Dawne Dewey, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift, Tina Ratcliff, Ron Davidson, Russ Pollitt, Cindy Hofner, Liz Plummer, and Sara Harrington
BOARD MEMBERS NOT PRESENT:	Stephen Badenhop, Meghan Hays, Rhonda Freeze, Burt Logan (ex officio)
OHS STAFF PRESENT:	Theresa Hopewood, Todd Kleismit, Megan Wood, Kevin Latta
GUESTS:	None

I. Welcome

Swift called the meeting to order at 10:01 a.m.

Introductions were made for all new and current members.

II. Consent Agenda

a. May 5, 2017 Minutes: Swift asked for any comments on the minutes. None were received.

b. Ohio Electronic Records Committee (OhioERC) Report: Swift spoke about the digitization workshop that the OhioERC will be hosting in October. There will be a number of different stations with hands on activities.

c. 2018 Archives Fellowship Program Report: Swift asked if there were any questions. None were received. Swift said she was very happy to see this in the board packet and to know that it was submitted in the grant application to the National Historical Publications and Records Commission. Dewey stated that Previts did much of the work on this and she and Robin Heise did some revision. Swift stated she hopes we get funding for this program and see it come to fruition. Swift stated there were no negative comments about the manumission records digitization grant except that we couldn't identify where the records are in some counties. If we can do this, we have a better chance to receive the grant funding.

d. Awards Committee Report: No one had questions.

Pollitt motioned to approve the consent agenda, including the May 5 minutes. Harrington seconded the motion. All voted in favor.

III. Strategic Discussion

a. State Archives Electronic Records Update

Swift stated that she had asked Megan Wood and Kevin Latta to be at the meeting to learn more about the State Archives electronic records management program and how OHRAB could help seek additional funding through the state's capital budget. Latta said he has been the electronic records archivist for about a year. He has been researching what other states are doing and has developed a process for migrating records off cds, which is how most records have been transferred, and onto more secure storage on the server. Once they are on the server Latta can create working copies and metadata reports. Latta mentioned that as far as access, the originals are stored securely while access copies are created and made available through a Google drive. The records can be accessed through the online catalog, which is linked to the Google drive. The records can then be downloaded.

Plummer asked if the Attorney General's Office has developed a certification system for laws and Swift replied that that hasn't happened. She added that law librarians in Ohio have been looking at the Uniform Electronic Legal Material Act (UELMA) which is a nationwide effort to adopt standards for the preservation and authentication of state laws published digitally. This has passed in other states but not Ohio yet. Swift will talk to Carol Ottolenghi of the Attorney General's Office and see where UELMA stands in Ohio.

Harrington asked about appraising records. Latta replied that usually the State Archives is contacted by an agency before the transfer and the appraisal happens then. Latta added that there is also a program he uses that allows him to preview files without opening them. Latta then doesn't have to open the original record but can open the working copy.

Swift asked about redacting records. Latta said there is a program he can run that will identify restricted material and then he can redact the access copy. It can then be included in the catalog record that the record has been redacted. Swift asked how much electronic records material is now accessible. Latta replied that it is about 3 gigabytes of material in 30 different record series.

Swift asked Kleismit about the status of the capital budget request. Kleismit replied that it's being put together over the next couple of months. Wood said the capital budget will probably be submitted in late October or early November. Past capital requests have included projects at the Ohio History Center, projects at the sites and funding for an online portal. Wood added that Latta is participating on the Ohio History Connection's Digital Strategy Team which is developing a strategy for managing our digital resources across the whole organization.

Wood mentioned that the Ohio History Connection has hired a new manager for the online collections catalog, Jessi Weithman, formerly of the Columbus Metropolitan Library and the Westerville Public Library. Currently the Ohio History Connection uses one system with three modules for its museum collections, archival collections and printed materials. We now are looking into other options for our catalog and one of the considerations is providing access to electronic records. Swift said that she wants to make sure that the needs of the State Archives are taken into consideration because of the legal responsibility for maintaining government records. Wood assured her that they are in agreement on the responsibilities of the State Archives and that the needs of the State Archives are being considered. Wood suggested that OHRAB prepare a list of recommendations for the State Archives that can be shared during the capital budget process. Kleismit said that the letter could be addressed to Burt Logan at the Ohio History Connection but written to be shared with state budget officials. Swift stated that they need to make the argument that this will develop a standardized system that will not only help the Ohio History Connection but also state and local governments around the state. Staff will provide recommendations on electronic records before the records are transferred. Wood said the request should be focused on the services that can be provided. Latta said that he would like to have a system in place first.

Hofner said that county officials are concerned about digital records and are looking for guidance from the state. She added that there are multiple systems used by the clerks of courts across the state. Ratcliff commented that local governments are looking for leadership. Dewey mentioned that Wright State University is one of the original members of the Ohio Network of American History Research Centers that works with local governments to preserve their paper records. She asked if they are expected to provide support for the preservation of electronic records. Swift spoke about the need for preservation software and suggested that State Archives staff visit other states like Kentucky and Michigan to see their operations. Swift also said she would contact Oregon to find out more about their operation.

ACTION ITEM: OHRAB to write a letter of support for the Ohio History Connection's capital request for digital resources funding, including recommendations for a State Archives electronic records preservation system, by the end of September.

ACTION ITEM: Swift to contact State Archives of Oregon to learn more about their electronic records program.

Davidson arrived at 10:31 am.

Wood, Latta, and Kleismit departed at 10:50 am.

b. OHRAB Budget

Previts reported that since the last meeting $200 was awarded to the History Day award recipients. He added that looking ahead there is the Achievement Award which will be

awarded in October. Swift asked about the increase in travel expenses. Previts replied that there are more members travelling from further distances. Swift asked if we will be on track to spend the full grant. Previts said that after this meeting he will have a better idea of where the budget stands and can send something out following the meeting. He added that perhaps any remaining funds could go towards the digitization workshop. Swift asked about another workshop by Robin Heise. Previts said the board applied for grant funding to host a workshop in northeast Ohio in 2018 but a workshop in another location could be possible. Swift asked when the board would hear about the 2018 grant funding. Previts replied that it will probably be early December.

ACTION ITEM: Previts to send the board an update on the budget and possible unspent funds.

c. Committee and Organizational Updates

Davidson said that the 2018 regrant program will have a few small changes. One is that regrant recipients will be required to produce some type of online content. Also, applicants should demonstrate that any equipment purchased with grant funds fits into their long-term plan as an institution and will be used more than for one specific project. Davidson also reported that grant recipients will be encouraged to not only publicize their projects but also to share that publicity with us. Plummer mentioned that she had been in contact with the New Straitsville History Group. This organization received a grant to digitize large-scale coal mining maps. Pollitt suggested that perhaps the Columbus Metropolitan Library's large-format scanner could help. Angela O'Neal would be the one to contact. Plummer said she would first look at the grant application to see if it was within the scope of the project.

Swift reported that Hofner had invited her and Previts to the September 27 meeting of the Ohio Council of County Officials to give a 15 minute presentation about electronic records management and preservation. Swift said hopefully this will be just the start of the conversation.

Swift provided an update on House Bill 139. Brenda Ransom, chair of the County Archivists and Records Manager's Association, Robin Heise, Greene County Archivist and Records Manager, and Galen Wilson provided testimony before the State and Local Government Committee. There were some questions from the committee pertaining to how the bill relates to veterans' records. There hasn't been any activity on the bill over the summer.

d. Strategic Planning

Swift reported on the NHPRC session at the NAGARA conference. Dan Stokes and Kathleen Williams of the NHPRC were at the conference. Stokes and Williams shared that many of the recipients of the Major Initiative NHPRC grants have been multi-state applicants. Also, the Public Engagement with Historical Records grant hasn't received as many applications. This grant could be used for digitization programs at the public

library, educational programs for students or using facsimiles of records in sculptures. OHRAB should try to promote these grant opportunities. Harrington asked if this could be included in the strategic planning.

Swift said the NHPRC is also encouraging the shrabs to work more with potential applicants. Also, the NHPRC might contact some board members directly to act as reviewers. Swift mentioned that she also shared at the conference how Ohio's shrab is run with a chair and state coordinator in separate positions. This is different from how many shrabs operate. She said that CoSA conducted a survey about the shrabs and asked Previts to share it. Swift also encouraged OHRAB to apply for the Council of State Archivists' SHRAB award because of its activities.

Board members then discussed objectives and action items for Goal 1 of the 2018-2020 strategic plan: increase citizen engagement with Ohio's past, contemporary and future historical records. The board wanted to continue to offer History Day and Archival Achievement awards under this goal. Board members also discussed sponsoring training for archivists on outreach to teachers. Pollitt suggested a new activity in which people could transcribe records. Board members discussed how this could be implemented, whether via online or an on-site kiosk. They also discussed asking repositories to submit records that could be transcribed or holding a statewide "Transcription Day." Davidson suggested that OHRAB could act as a clearing house for transcription projects. Board members thought this activity could be a part of a larger citizen archivist program.

The board then discussed Goal 2: advocate for reliable, sustainable investment in Ohio's electronic records. Hofner suggested replacing "advocate" with a stronger term and the board agreed to use "promote." Members discussed the need to provide guidance on standards and best practices and also to educate on the larger implications of managing and preserving electronic records. The board agreed that it should provide guidance to the State Archives and also refine its "Why Records Management" campaign to focus on electronic records. Swift suggested that the board could highlight electronic records that have gone bad to show the risks facing digital records. Members discussed the importance of using opportunities such as Statehood Day as well as developing presentations for other conferences.

Members then discussed Goal 3: foster learning and development opportunities for records preservation and access in Ohio's repositories. The board agreed that promoting and providing training on grant opportunities should remain a priority for the board. Members also wanted to continue the regrant program and provide additional help to repositories through an archival fellowship program.

Goal 1. Increase citizen engagement with Ohio's past, contemporary and future historical records.

Objective: Strengthen statewide awareness and understanding of Ohio's history and culture through its records and archival collections.

Action 1: Build bridges between Ohio's records/archival repositories and its citizens through online outreach featuring institutions, grant recipients, and other projects.

Action 2: Encourage the use of primary sources in Ohio's classrooms through support of History Day, such as developing a list of resources/collections that correspond to the theme, incorporating primary source training, and culminating in an award for the best use of Ohio's historical records in a History Day project.

Action 3: Develop an Ohio citizen archivist program supporting projects such as crowd-sourced transcription, indexing, and preservation projects, resource toolbox, and training on how to read primary sources.

Action 4: Publicly recognize archival programs for significant achievements in the management, preservation, access, advocacy, and use of Ohio's heritage of knowledge contained in its records and develop guidelines for Achievement Award recipients to capitalize on their award through the promotion of their archives.

Action 5: Sponsor archival outreach training on the use of local government records and manuscript collections to support and enhance teaching and learning.

Goal 2. Promote reliable and sustainable investment in Ohio's electronic records.

Objective 1: Advocate for standards for long-term preservation and access to Ohio's electronic records.

Action 1: Provide recommendations to the State Archives for emerging best-practices around digital preservation.

Action 2: Create a "Why Electronic Records Management Matters" campaign directed toward both state law-makers and the public to educate about the benefits of well-funded electronic records management and preservation programs.

Objective 2: Educate citizens, law-makers, public officials, and other stakeholders in the dangers of ignoring the long-term problem of electronic records preservation.

Action 1: Use website and social media to highlight *records gone bad* by creating a "records-at-risk" list.

Action 2: Develop short presentations and handout to be given at professional association conferences.

Action 3: Advocate through Statehood Day.

Action 4: Collaborate with the Ohio Electronic Records Committee, the County Archivists and Record Managers, the Ohio Digitization Interest Group, or other subject matter experts to address the challenges of electronic records management and preservation.

Goal 3. Foster learning and development opportunities for records preservation and access in Ohio's repositories.

Objective A: Increase the number and quality of grant applications to the NHPRC from Ohio's repositories.

Action 1: Promote and share information about NHRPC grant opportunities through archival and records management listservs, regional archival association meetings, and other methods of advocacy.

Action 2: Encourage prospective grant applicants to contact OHRAB for advice and recommendations prior to submitting applications to the NHPRC.

Action 3: Provide grant guidance through mentoring and web-based grant-writing workshops.

Objective B: Seek funding for records preservation and access in Ohio repositories.

Action 1: Apply for funding from the NHPRC to administer a re-grant program for projects that improve the preservation of records and/or online access to records.

Action 2: Provide assistance to archival repositories through an ongoing archival fellowship program to enhance discovery and access to historical records.

ACTION ITEM: Previts to send the board the CoSA SHRAB survey questions.
ACTION ITEM: Previts to send the board the draft of the 2018-2020 strategic plan for members to review.

IV. **Closing**

Ratcliff motioned to adjourn the meeting and Pollitt seconded the motion. None opposed. The meeting concluded at 2:04 p.m. The next meeting will be held Friday,

October 27th at the Ohio History Center from 10:00 a.m. – 2:00 p.m. (Cardinal Classroom -3rd floor).