

Ohio Historical Records Advisory Board Meeting

Minutes, October 28, 2016

BOARD MEMBERS PRESENT: Stephen Badenhop, Dawne Dewey, Liz Plummer, Fred Previts, Dan Noonan, Galen Wilson, Rhonda Freeze, Pari Swift, Ron Davidson, Meghan Hays

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio), Sara Harrington

OHS STAFF PRESENT: Theresa Hopewood, Kevin Latta (Arrived at 9:55 a.m., left at 10:37 a.m., Andy Verhoff (Arrived at 11:51 a.m., left at 12:51 p.m.), Todd Kleismit (Arrived at Noon, left at 1:44 p.m.)

GUESTS: Robin Heise, Greene County Records Manager and Archivist

- **Welcome (Dan Noonan)**

Dan Noonan called the meeting to order at 10:07 a.m. Board members and OHS staff introduced themselves to Robin Heise.
- **Consent Agenda (Dan Noonan)**

Noonan asked if there were any changes to the draft of the July 29 meeting minutes. With no changes, Noonan moved to approve the consent agenda. The motion was seconded by Pari Swift. None opposed. Consent agenda for Friday, October 28, 2016 and the July 29 meeting minutes were approved. Also the meeting dates for 2017 were approved. It was noted that the second meeting of year on May 5, is later than when the second quarter meeting is usually held due to professional conferences held in April.
- **Strategic Discussion**
 - **Election of Chair and Vice-Chair (Dan Noonan)**

Wilson nominated Swift for chair for 2017. Dewey seconded. Motion was approved. Swift nominated Badenhop as vice chair for next year. Freeze seconded. It was approved.
 - **State Archives Electronic Records Update (Kevin Latta)**

Latta gave a presentation on the work the State Archives is doing with electronic records. He reported that the State Archives currently has electronic records in their original format. This includes different operating systems and emails in

various formats. Latta has completed a more detailed inventory of what has been transferred to the State Archives, noting the format and size of the records. The State Archives holds 2.3 terabytes of electronic records and approximately half are from Governor Strickland's records. There's also a new electronic records transfer form to document direct transfers from an office on a CD or hard drive. The form documents the file type, the size and whether there's confidential files. He also created a new procedure on how electronic records are dealt with that are found with paper records.

Wilson asked if the records are transferred under retention schedules. Latta replied that some of the records are transferred from state agencies under schedules that are appraised up front while other times CDs and disks are found in boxes of paper records. Wilson asked under what legal authority items may be disposed. Latta said we have a process for disposing of items such as duplicates and the disposals need to be approved by Previts. Latta reported that he has been researching how other archives handle their electronic records and constantly recognizes the reality of the situation. He is creating a workflow for taking records off the CDs and putting them on the server. This includes looking at tools to help rename files so they are more uniform and converting files into different formats if needed. Latta added that server space is a concern for the whole organization.

Latta reported that he is also looking into how the records can be cataloged and how the public will be able to access them. The Ohio History Connection is currently hiring an Information Access Manager who will be responsible for managing the catalog. Latta added that currently the public has access to death records through terminals in the archives. Perhaps other electronic records could be accessed similarly. That is something he would need to work with the IT staff on.

Swift stated that she would like OHRAB to help in any way that it can. Maybe over the next year Previts and the board can work together to develop an advocacy message to take to the legislature. Wilson asked how the State Archives is able to accept records. Latta replied that currently it is by CDs or thumb drives or hard drives. Swift asked about FTP (File Transfer Protocol) transfers. Latta said that the IT Department has concerns about how the records are transferred and stored. Swift asked if it would help if someone from outside the organization talked to the IT staff. Noonan asked Latta if he is doing any disk imaging. Latta stated not to that extent. Swift asked if Latta could provide periodic updates to OHRAB. Latta replied that he can and he will have more answers about the catalog once the Information Access Manager is hired. Noonan asked the group if there were any other questions for Latta. Latta thanked the group and departed.

Wilson expressed concern about the lack of access to the records. Noonan replied that at The Ohio State University, due to potentially legally restricted materials, the records need to be carefully reviewed before the public can access them. Noonan added that the important thing is that Latta shared that they're doing something as opposed to doing nothing.

- **OHRAB Budget (Fred Previts)**

Previts reported on the change to the budget since July. These include the expenses for the October 14 southeast Ohio grant workshop and the Archives Achievement Award, including \$120 for two plaques. Wilson asked how much was left to spend overall for the year. He also inquired about the funds supporting part of Plummer's annual salary. Previts replied it covers 2% of her salary. Wilson and Dewey said that they were under the impression that grant funds could not be used for people already on staff. Previts and Plummer stated that it has been included like this for several years and this covers her time away from the reference desk. Wilson replied that he will check with Dan Stokes at the NHPRC about when it's acceptable to budget for staffing.

Wilson asked how much money will be left over. Previts replied approximately \$500 and it needs to be expended by the end of the year. One suggestion offered was subsidizing the Finding Antebellum Ohio African-American Grant Records meeting in Greene County on November 1. Previts replied that the board would have to check with the NHPRC. Freeze asked if the funds could be encumbered. Previts replied we would have to ask the NHPRC and tell them why.

Freeze suggested we use the money to have a consultant lead an all-day strategic planning session. Swift said she would prefer to wait for strategic planning until the new members have started. Swift suggested hosting a workshop focusing on the Greene County Records Center's outreach program to schools that teaches students about primary sources. Wilson suggested holding it in-person and then offer it as a webinar. Freeze suggested having it at Wright State as that might attract a different audience. Dewey said she could help with arrangements depending on where it is held. Previts asked that the specifics of the program be emailed to him so he can check with the NHPRC. Freeze said the holidays and weather are two factors that could reduce people getting there. Noonan suggested seeking approval for an extension on the grant so the workshop could be in January. Freeze suggested advertising the workshop broadly, including on OHRAB's website.

Robin Heise asked about the length of the workshop. Swift inquired if it could be a hands-on presentation. Heise stated yes. Discussion followed on a possible second workshop to be held in northeast Ohio. Hays suggested that Kent State with its Library School could be a possibility. Plummer stated that she has a contact at Kent State. Heise will send Plummer the title of the workshop. Swift

moved that OHRAB ask the NHRPC for permission to fund travel for presenters, catering and conference materials for up to two workshops for the Greene County Records Center and Archives Education Outreach Program, one of the recipients of the board's 2016 Archival Achievement Award. Freeze seconded the motion. Noonan asked all in favor of the motion. Motion passed.

Action Item: Previts will check with the NHRPC about using the unspent travel money on two workshops focused on sharing primary sources with students.

Action Item: Plummer to check with Kent State about hosting the workshop after Previts receives authorization from the NHRPC.

- **Committee and Task Force Updates (Dan Noonan)**

Swift shared information on the Archives Achievement Award. The Greene County Archives and Records Center was recognized for its outreach to schools. The Rock and Roll Hall of Fame was also recognized with an award for its digitization project. Swift reported that letters have been sent notifying the recipients. She will also work with Wilson to have the plaques made.

Wilson reported on the grant training workshop that was held on October 14 at Muskingum University. Wilson and Dewey led the workshop that had four attendees from Meigs and Noble Counties. Wilson and Dewey shared the application process for NHRPC grants. Attendees also participated in exercises in crafting a grant application. Wilson said the purpose of the workshop was to plant seeds for future applications. Dewey added that they received positive feedback from the participants and they appreciated what was presented.

Wilson next provided a report on the digitization workshops for the public. Due to construction at the Dayton Public Library this program has been delayed. He also reported that he only has access to one scanner and laptop now. Swift suggested finding a local partner to work with. Wilson said he thinks the library would still be interested in doing it. He stated that originally there were going to be two programs with John Runion leading one but Runion's term on the board ended. He added that it would be helpful to have a second laptop and scanner. Dewey offered that she may be able to help. Wilson said he will try to get it scheduled for a Saturday in January, February, or early March before he leaves the board.

- **Historical and Records Management Organization Updates (Dan Noonan)**

Noonan reported that the Ohio Electronic Records Committee (OhioERC) met a couple weeks ago. Chris Wydman of Wright State University will be the chair for the next two years and Nate Owens of the Attorney General's Office has been elected vice-chair. Noonan's term as past chair will end at the end of the year. A year or two ago the OhioERC had started revising its Electronic Records

Management Guidelines. In the next year the project will start again. Swift asked about a potential workshop to be held in northern Ohio. Noonan replied that the OhioERC has applied for funding through OHRAB to offer a workshop on digital imaging and the scanning assessment tool developed by the OhioERC. The OhioERC is waiting to see what OHRAB's budget is for next year.

Badenhop reported that the County Archivists and Records Managers Association (CARMA) met in October in Youngstown. There was a good representation at the meeting from northeast Ohio. Swift led a discussion panel on body cameras. CARMA is working on a brochure that can be mailed to the counties to make them aware of the organization. Some discussion followed on who will receive the brochures. Badenhop said Brenda Ransom, the chair of CARMA, will mail the brochures to the county records commissions. He also reported that the new CARMA secretary is Jessy Horkey of Mahoning County so Badenhop is no longer secretary.

Freeze gave a quick update on her organization. A section of the records center roof collapsed and during the repairs asbestos was found. She reported that there was no damage to the records.

Swift gave an update on the National Association of Government Archives and Records Administrators (NAGARA). She mentioned that NAGARA is hosting a webinar on November 8 focused on managing the records of employees who leave. Also, the 2017 conference will be in Boise, Idaho.

- **Finding Antebellum Ohio African American Records Collaboration Grant (Pari Swift/Galen Wilson)**

Robin Heise, the Greene County Records Manager and Archivist, explained that she is leading a collaborative project that is seeking grant funding to locate, digitize and index antebellum African-American records. Heise would like feedback on the draft application from OHRAB that she can share with the participants at a meeting on November 1. Swift inquired about the first submission deadline. Heise said the five page preliminary application is due January 19. If they make it past the first round, they will then submit a longer application. They have started on both sets of drafts and would welcome feedback on both. Preverts asked if the project will hire a researcher. Heise replied yes, there will be someone to go to the counties to digitize these records.

Noonan asked if the title of the project could be shortened. He added that the charge for Ohio Memory is the only substantial cost that he sees in the application. He also asked if the cost presented to scan the 363 images takes into account all the costs that would be involved with digitizing the records. Freeze suggested giving the application narrative more depth. Hays asked if Heise has consulted with the African American Genealogical group. They may be

able to assist with the project. Plummer said she can get contact information from the African American genealogical organization in Columbus.

Andy Verhoff arrived at 11:51am.

Plummer inquired if the records are in their original format. Heise replied some are and others are only available on microfilm. Badenhop asked how it was known which counties have the records. Heise stated she talked to some of the counties. Badenhop suggested clarifying which counties might have these records. Wilson recommended that the total scope of the project should be clearly stated at the beginning of the application. This would make for a stronger opening paragraph. Wilson also suggested emphasizing that these records fill in gaps in the federal census records. Hays added that the census records could be spot-checked against enumeration records. Wilson said that he would be happy to check the census records against the enumeration records. Badenhop suggested checking the 1870 census if they can't be found in antebellum censuses. Noonan said that the application should emphasize that they are seeking funding for a professional archivist and this project will also be helping to support the growth of the profession. Heise reminded the board that the preliminary application is due January 19th. Swift told Heise that she can send the board further drafts to review.

Lunch at 12:00pm

- **Lunch and Grant Software Demonstration (Andy Verhoff)**

Andy Verhoff, the coordinator of the Ohio History Fund, led a demonstration of the grant review software they use. Verhoff inquired to how OHRAB regrant applications are currently received. Previts replied that they could be received either by email or by mail. Verhoff shared that the Ohio History Fund grant program is supported by donations people make through their state income tax return; from sales of the Ohio mastodon license plate; and through donations. Verhoff said that the Ohio History Fund uses the software Foundant for the grant program. It's an online, cloud-based system located in Montana. The Ohio History Connection has a subscription at \$6,500 for 2 years. The website is foundant.com. Applications are submitted completely online and grant applicants can cut and paste the sections of their applications into the software. This reduces the use of paper tremendously. Applicants create a free account the first time they use the system.

Verhoff reported that the software is really flexible. One issue with the software is uploading photographs. The History Fund application requires photographs but the software will remove the first photo if a second photo is added. Applicants can upload a budget worksheet. The total uploads cannot exceed 25

megabytes. The software can limit the amount of content that is added to each section of the application. There are also links to the grant directions.

Verhoff then gave a brief overview of the Ohio History Fund grant application review process. On the administrator side of the grant, there is a two-step review process. There is first a technical review by Ohio History Connection staff and then applications are reviewed by an outside review panel for approval or denial. The software has a very robust reporting feature, including the option to limit who can see the reviews. While the members of the review panel is shared publicly, the individual reviews by the panel members are not shared. Instead, the reviewers' comments are shared anonymously. Verhoff added that there have been very few calls about issues with the application website. A few comments were received about the problem with adding photographs to the application before a solution was found.

Wilson shared that OHRAB was looking to see if it would be feasible to merge the OHRAB regrants and the History Fund grants. He added that applicants will not care who funds the projects as long as they are funded. Verhoff said the History Fund application deadline is early September. Wilson replied that the OHRAB regrants deadline is late February. Noonan inquired if the History Fund offers only one opportunity to apply each year. Verhoff said that currently there is only one opportunity but he would like to offer an additional opportunity if the funding is there to support it.

Wilson asked Previts if OHRAB could adjust its regrant deadline to fit the History Fund's deadline or if it had to remain at the end of February due to the NHPRC grant cycle. Verhoff offered that the History Fund could possibly move its application deadline too but would need a couple of years notice since applicants are familiar with the September deadline. He added that they do make minor adjustments to the application each year. He also pointed out the differences between the OHRAB minimum grant of \$500 and the History Fund minimum grant of \$2,000 but thinks that something could be worked out. Wilson said it would make it much smoother for the user if the two processes could be merged. Verhoff said that he would like to continue this discussion.

- **Old Business (Dan Noonan)**

Noonan introduced the topic of the changes to the bylaws pertaining to membership. Todd Kleismit reported that he had talked to the Governor's Office earlier in the day about the changes. He shared with the Governor's Office that under the proposal the Governor's Office would still make some appointments but wouldn't be making all of the appointments, which is in-line with the Governor's Office's desire to reduce the sizes of the boards and commissions. The Governor's Office has concerns about the proposed changes and if they would fit the needs of OHRAB. Kleismit would like to continue the conversation

with the Governor's Office and would like Noonan or Previts to be involved in the discussion.

Freeze said she would go back and look at the NHRPC guidelines. OHRAB's bylaws have always said the board should have minimum of 7 and not greater than a certain number. She feels it's an honor for all of us to have the appointment of the Governor. Freeze said that the NHRPC guidelines clearly state that members of the boards are to be appointed according to a state-adopted process. She recommends leaving the by-laws as they are. Noonan responded that the board needs to fill the appointments that have been vacated. Freeze said she disagrees with having a board of 15. Previts reported that he had shared the proposed changes to the appointment process with Dan Stokes at the NHRPC. Stokes said that while he would prefer that the state archivist or another Ohio History Connection official make the appointments, there is nothing to prohibit the type of appointment process that is proposed.

Freeze stated a lot of time has been spent on the issue of appointments over the years. She feels the board has done a good job with the representation they have. Wilson said he agrees with Freeze that the board has done the best it can with the members it has. However, the smaller board has made it more challenging to accomplish anything. He added that the board continues to have this conversation because of the difficulty in getting appointments made. Swift said she's never had a sense of how the Governor's Office makes appointments. Kleismit responded that the board can offer recommendations to the Governor's Office which may or may not be accepted. Noonan said he welcomes the opportunity to sit down and talk with them. Wilson replied that there has always been issues no matter who was governor but an additional issue is a desire to shrink the sizes of the boards. Wilson added that the board will be down two more people when he and Noonan leave in March 2017, with no guarantee that their positions will be filled.

Kleismit suggested that he arrange for a phone call or in-person meeting between Noonan and the appointment coordinator at the Governor's Office for further discussion before the board considers going a different way. Wilson asked for clarification of a "different way" and Kleismit replied either keeping the status quo or following the will of the group. Noonan suggested Previts should be a part of that conversation too. Noonan thinks this would be a great opportunity to hear from them what their rationale is. The board discussed the potential appointments that have been submitted to the Governor's Office in the past for which no responses have been received. Kleismit replied that this could be discussed as part of the conversation with the Governor's Office.

Wilson stated that he would like the board to pass a motion today on how it is going to proceed, depending on the response from the Governor's Office.

Noonan replied that he would prefer to wait until after the conversation with the Governor's Office in order to see what their response is and what suggestions they might have. Wilson suggested that if the conversation with the Governor's Office is in November, the full board should meet again in December instead of waiting until the January 27th meeting.

Kleismit shared that Statehood day is Wednesday, March 1st. The potential key note speaker is Greg Harris, CEO of the Rock and Roll Hall of Fame. Kleismit also mentioned that TimeLine magazine is starting a new series featuring talks by authors. The first talk will be Sunday, October 30 at the Ohio History Connection. Lee Leonard will be speaking about Governor Jim Rhodes and Kleismit will be talking about Congressman Jim McCullouch. Kleismit invited the board to attend. Kleismit also shared that Stacey Halfmoon, the Director of American Indian Relations, is hosting the Tribal Nations Conference at the Ohio History Center from November 2nd thru 4th. Also, work continues on the World Heritage nomination and a World Heritage coordinator will be hired. The budget process will also begin early next year.

Noonan asked if a special meeting needed to be scheduled in December to discuss the by-laws changes. The board agreed to meet on December 9th and it will be added to the calendar on the OHRAB website two weeks prior.

Action Item: Kleismit to schedule a meeting with the Governor's Office for Noonan and Previts.

- **New Business/Announcements (Dan Noonan)**

Noonan reported that former board member Janet Carleton has asked if a board member would be available to speak to the Ohio Digital Interest Group on grant opportunities during the week of March 20. Hays said that she could speak as both a regrant recipient and now a grant reviewer.

Noonan mentioned that on November 5th The Ohio State University will be posting a position for a records manager. The position will require a minimum of three years' experience and Certified Records Manager designation. He asked that board members share it with others who might be interested.

- **Closing (Dan Noonan)**

Members thanked Heise for agreeing to do workshop.

Meeting adjourned at 1:59pm