

# 13 October 2000

## From OHRAB

Minutes, Ohio Historical Records Advisory Board Meeting, 13 October 2000, Ohio Historical Center, Columbus

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Board members present: Keith Corman, Barbara Floyd, Raimund Goerler, Ronald Koettters, Michael Lucas, Julie McMaster, Gary Ness, James Oda & George Parkinson

Board members not present: Roland Baumann & Carol Tomer

Staff present: Charles Arp, Matthew Benz, Laurie Gemmill, Shawn Martin, Elizabeth Nelson, Angela O'Neal, Phil Sager & Judy Walker

Guests present: George Bain, David Larson

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Deputy State Coordinator George Parkinson called the meeting to order at 10:10 a.m. State Coordinator Gary Ness then welcomed the board and made opening remarks. Brief introductions followed, and the board welcomed new members Raimund Goerler, Archivist for the Ohio State University; Ronald Koettters, CEO of Monarch Construction Company of Cincinnati and Member, Board of Directors of the Cincinnati Museum Center; and Julie McMaster, Archivist for the Toledo Museum of Art.

### Ohio Memory Project

Elizabeth Nelson and Laurie Gemmill gave a presentation to the board on the Ohio Memory Project. The presentation included introductions of the project staff, a background to the project as well as a demonstration of the web-site ([www.ohiomemory.org](http://www.ohiomemory.org)). Nelson and Gemmill also reported on the success of workshops, which are being held around the state in an effort to publicize the project, enlist support, and to encourage the submitting of materials for use in the project.

The proposed timeline of the project was also discussed. Nelson and Gemmill explained that while additional funding is anticipated the current funding from the Ohio Public Library Information Network (OPLIN) is to be applied to completing the first phase of Ohio Memory. In this first phase, the project would concentrate on early Ohio history through the year 1903. The second phase will take the project from 1903 to 2003. They also went over the selection criteria to be used for materials for the Ohio Memory Scrapbook. Parkinson mentioned that Ohio Memory is a "cutting edge" project and thus has an experimental quality to it. However, the project does have broad support from Ohio government and the Ohio Bicentennial Commission. Barbara Floyd asked about "context" issues: would there be enough text included along with images to give the user enough contextual information? Nelson replied that narrative text as well as provenance information would be provided with each image. Links to sources would be provided as well.

The board then formed into two groups for a brief "breakout" session. During the session, the two teams gathered input on the Ohio Memory Project. Upon reconvening of the board, the teams reported on their suggestions as well as specific questions that they had for the project leaders. Michael Lucas, reporting for "team X," explained that the team had some general concerns, among them the "lack of content" that is inherent in on-line projects such as

Ohio Memory. They were also concerned with what happens to the project after the "cutoff" date; how would the project continue? Finally, the team saw OHRAB assisting Ohio Memory by asking tough questions and serving as an advocate, as well as helping with "important" collections: identifying and alerting the project team to such collections, and perhaps contacting the host institutions.

Raimund Goerler reported for Team "Y." Goerler said that the group's general comments were positive, and they agreed that OHRAB should be expected to ask the hard questions. They also felt that board members could serve as representatives of Ohio Memory. They had concerns that the project contains a broad representation of the state, i.e....ethnic groups and smaller organizations, such as railroad historical groups, local historical sites. Additional concerns were: the inclusion of Ohio folklore; the overall quality of images, copyright issues, and the possibility of using focus groups to review the project in stages.

## ARCHIVES WEEK

During lunch, George Bain, Archivist for Ohio University, gave a report on Archives Week. The theme for this year was "Celebrating Museums in Ohio" and Bain reported on various programs held around the state, including an on line Exhibit in Columbus, and various other celebrations held in Athens, Cleveland and Dayton. The theme for 2001 is "Media in Ohio."

Bain also brought before the board a possible proposal for a NHPRC grant project. Encouraged by Daniel Stokes of NHPRC, Bain is looking into the processing of a collection of Columbus/Hocking Iron and Coal Company records, dating 1880-1920. Despite the NHPRC's past reluctance to fund processing proposals - an issue brought up by the board - there is a possibility that they are more open to such proposals than they have been. At any rate, Bain will look further into the possibility of applying for a grant for this collection, and will provide an abstract of the proposal to the board at the December meeting.

## JOINT ELECTRONIC RECORDS REPOSITORY INITIATIVE

Judy Walker reported on the status of the Joint Electronic Records Repository Initiative (JERRI) and grant proposal. After providing a background on the work done in Ohio on archiving electronic records, Walker went over the current standing of the JERRI Proposal. JERRI was created with the intent of establishing an electronic records archive for the State of Ohio and is a joint project between the Ohio Department of Administrative Services (ODAS), the Supercomputer Center at the Ohio State University, the State Library of Ohio (SLO) and the Ohio Historical Society. ODAS will work on the rules and guidelines to be followed, the Supercomputer Center will provide technical support and help address legal issues, SLO will assist in identifying and providing access to the electronic publications of the state, and OHS will work on the archiving issues. In June, the JERRI team submitted a proposal to the NHPRC, asking for \$180,000 to develop best practice recommendations on establishing and maintaining a semi-custodial electronic records repository. A 3-year project, JERRI is composed of four committees: 1). Project Oversight, 2). Legal & Policy, 3). Archival, and 4) Technical. The first two years will be committed to meetings, the results of which will be published as a report: Guidelines for the Implementation of Semi-Custodial Electronic Records. The 3rd year will see the actual implementation of the recommended procedures, and will result in a final report back to the committees. The proposal includes a web-site as well as a project journal, which will provide an on-line documentation of the process.

The current status of JERRI: a preliminary committee has been established to build support among the archival community as well as in state government. SLO has agreed to provide funding to create the tools for appraisal and identification, and a proposal for additional funding from the state to establish a 2-year pilot program is in the works. Comments on the proposal from NHPRC have thus far been positive, and the JERRI team is awaiting the results of the grant application.

Following questions, OHRAB discussed supporting a proposal to offer a formal resolution giving its support to JERRI. This resolution of support would not effect the NHPRC proposal, but would be offered as support to the proposal for funding from the state. The resolution is as follows:

The Ohio Historical Records Advisory Board (OHRAB) offers a resolution of support for the Joint Electronic Records Repository Initiative (JERRI). OHRAB fully supports the plan as presented to provide guidelines and support the implementation of the preservation of electronic records in Ohio, as the board called for in The Ohio 2003 Plan. Furthermore, OHRAB offers its recommendation that the State of Ohio provide funding for JERRI as it sees the project as integral to the archiving of historical records in Ohio.

A motion was made to offer the formal resolution. Seconded, the motion passed, with board members Goerler, Lucas and Parkinson abstaining.

### Minutes & Meeting Schedule

The board then voted on the corrected minutes for the previous two meetings held on 12 November 1999, and 6 April 2000. A motion was made to approve. Seconded, the motion passed.

It was decided that additional old business, such as the revision of The Ohio 2003 Plan, would be postponed until the next meeting, to be held in December. The board members then agreed to forward their approval of the following meeting schedule for the next year. This schedule is not final until board approval.

15 December 2000

16 February 2001

13 April 2001 (Retreat)

17 August 2001

12 October 2001 (Archives Week)

### Procedures Governing Records of State Agencies Transferred to the State Archives of Ohio

Assistant State Archivist Charles Arp described for the board the new procedures as drafted by Archives-Library Staff, reviewed and approved by legal council, and adopted by the OHS Trustees at their June meeting of this year. State Archives Staff wrote the procedures in response to criticism of the disposal of prison records in May 1997. The original records were destroyed, and archival quality microfilm was retained. The adoption of written rules, it was felt, would facilitate understanding of what the State Archives is about, and review of the rules and of any issues that may arise because of them by OHRAB will strengthen the State Archives program.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

George Parkinson

Deputy Coordinator

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