

12 August 2005

From OHRAB

Ohio Historical Records Advisory Board Meeting Minutes, August 12, 2005

Board members present: Charles Arp; John Fleming; Laurie Gemmill; Raimund Goerler; Marjorie McLellan; Julie McMaster; James Oda; Kermit Pike; Julia Michael Scott

Board members not present: Joanne Budler; Barbara Floyd; William K. Laidlaw, Jr.; Carol Tomer

OHS Staff present: Rachel Tooker, James Strider, Todd Kleismit, Pari Swift, Betsy Butler

1. Welcome

Rachel Tooker called the meeting to order at 10:09 a.m. She welcomed members to the meeting and expressed Mr. Laidlaw's regret for not being able to join the group today.

2. Approval of Minutes of May 6, 2005 Meeting

Mr. Goerler moved to approve the minutes as written. Mr. Arp seconded the motion, all board members approved, and the motion passed unanimously.

3 (a). Review of Strategic Plan Activities: Public Records Subcommittee

Mr. Arp led discussion of the board's efforts regarding the inclusion of revenue- generating activities in House Bill 9. On May 19, Rep. Seitz held a meeting with representatives of the offices of the Governor, Attorney General, and various associations to discuss the bill. Messrs. Arp, Strider and Kleismit attended the meeting, specifically to urge that attention be given to local government records management. Although putting more funding at that level was a popular idea, no one was willing to support it in this fiscal climate.

During the meeting, attendees also discussed possible ways of addressing issues regarding the bill with Rep. Oelslager, such as mandatory training on providing access to public records for public officials. Since substantive changes to the bill were called for, the meeting concluded with no clear direction for the future of the legislation. Mr. Arp also reported that he, Jim Strider and Todd Kleismit met with Frank Deaner, executive director of the Ohio Newspaper Association (ONA), on May 31. Mr. Deaner stated that ONA believes that management and maintenance of public records has to be done by all public offices and needs no further funding. He promised to bring up the issue to ONA's board at its next meeting.

Mr. Arp concluded his presentation by stating that the bill is languishing in committee; it may come up again in the fall, but it is doubtful that anything further will happen with the legislation.

Mr. Strider stressed the importance of communicating with others, such as the County Commissioners' Association of Ohio and local records managers, about this issue. Therefore, the board discussed the possibility of issuing a press release, drafting op-ed pieces, and circulating petitions in order to call attention to records management

issues, such as accessibility of information and the use of public records in providing for responsible government. Ms. Tooker suggested that OHRAB provide documentation about the decline in funding for public records and examples about why preserving and providing access to public records is important. Ms. Fleming and Ms. McLellan suggested that communication could come from the board as a whole, but could be accompanied by a cover letter from an individual board member to a newspaper in his or her area.

Mr. Arp suggested that Ms. Gemmill, Ms. Scott, and Ms. McLellan join him and Mr. Goerler in preparing a first draft of the letter. The letter would be based on the testimony Mr. Goerler offered on this issue.

3 (b). Review of Strategic Plan Activities: Ohio Electronic Records Committee

In Ms. Floyd's absence, Ms. Swift reported to members that the Ohio Electronic Records Committee (ERC) met on June 22. Meeting discussion focused on case studies of state and local government agencies, records management training products and resources, such as guidance on disaster and emergency recovery. Preparing a survey, submitting an Ohio Sunshine Laws update, and assembling subcommittees to discuss topics such as instant messaging and guidelines were also discussed during the meeting.

Ms. Swift also provided the board with an introduction to the National Digital Information Infrastructure and Preservation Program (NDIIPP), a program established by the Library of Congress to support development of methods for digital preservation. The OERC's next meeting will take place on November 9.

3 (c). Ohio Historical Society Grant Proposal

Ms. Gemmill introduced Angela O'Neal, Katherine Goliver, Ruth Holt and Cynthia Ghering. These Ohio Historical Society staff members are developing an NHPRC grant application to preserve and increase access to three historically significant Society collections by using a multi-faceted workflow model that incorporates Encoded Archival Description (EAD) and digitization into its existing processing workflow. In July, OHRAB members reviewed an initial draft of the proposal.

After Ms. Gemmill reviewed the NHPRC grant proposal application process, Ms. O'Neal gave a presentation summarizing the project. She addressed three main themes that appeared in the board's initial comments to the proposal: collection size; significance of the collections chosen; and comments focusing on the access model element of the proposal. Then, she reviewed digitization projects and defined EAD, which was created to describe the content and structure of archival finding aids. She pointed out the effectiveness of the Kentuckiana Digital Library and how it provides full access to collections in the context of the original collection. To continue discussion of the access model being proposed, Ms. O'Neal presented a chart picturing basic access (preliminary inventory), increased access (conservation, finding aid, digitization), and maximum public access (EAD, integration of digital images in online finding aid, and inclusion of images in OhioPix and Ohio Memory). She outlined project deliverables for both users and archives.

Board members provided Ms. O'Neal with a variety of comments designed to strengthen and clarify the proposal. Mr. Fleming complimented Ms. O'Neal for being responsive to the OHRAB comments and liked how those responses to comments were presented. Ms. Gemmill mentioned that the deputy coordinator usually provides a summary review of OHRAB member comments on the proposal when it is submitted to NHPRC. Since OHRAB is presently without a deputy coordinator, it is unclear who would prepare the summary review. While Ms. Gemmill would be happy to, since she was serving as the proposal mentor, it would be a conflict of interest for her to also prepare the board summary. She encouraged board members to think about possibilities of other board members who would be able to submit the summary review.

Conversation on this topic concluded with the consensus that no further drafts of this proposal needed to be reviewed by OHRAB before the October 1 NHPRC deadline.

4 (a). SOA Sustainability Workshop

Ms. Gemmill introduced discussion of the Society of Ohio Archivists' request for OHRAB to sponsor training for archivists on sustainability. "Sustainability for Digitization and Preservation Projects or What to Do When the Grant Ends" would be offered on October 11, 2005. Led by Liz Bishoff, Special Assistant to the Dean and Head of the Office of Sponsored Programs at the University of Colorado, the workshop would introduce participants to how to continue a project once grant funding ends. The program would cover why business planning is an important element of overall project plan development, the key elements to include in a business plan, and how to create an appropriate business plan.

After mentioning that OCLC is also co-sponsoring the workshop by providing parking and site use at no charge, Ms. Gemmill presented different options for levels of support. Mr. Strider told the board that approximately \$7,500 remains in its administrative grant budget.

After acknowledging that the proposed workshop was a good use of funding and would allow OHRAB to reach out to more people, the board deliberated about upcoming OHRAB expenses, the total cost of the conference, and possible amounts of underwriting. Following this discussion, Mr. Oda motioned that the board co-sponsor the workshop for up to \$1,500, based on actual participation in the program. Mr. Pike seconded the motion, all board members approved, and the motion passed unanimously.

4 (b). NAGARA/COSHRC Report

Ms. Swift reported that she, Mr. Arp and Mr. Strider attended the COSHRC/NAGARA conference July 20-23, 2005 in Richmond, Virginia. She provided highlights of the meeting summaries that she prepared for the board.

Mr. Arp provided an overview of the presentation he will give at the Society of American Archivists' conference next week. He provided background on the BACE project, which develops a core curriculum to create onsite and online workshops on principles and practices necessary to effectively manage archival records and help them take better care of the collections they have. Ms. Tooker suggested that OHRAB distribute copies of the CD-ROM version of the presentation, since it supports the board's educational mission.

5. Member Institutional Updates

After Mr. Strider updated the board on the Ohio Historical Society's progress on identifying and selecting a new State Archivist, members provided updates on recent activities, accomplishments and attendance challenges at their respective institutions. Mr. Strider mentioned that he and Mr. Oda met in late May to discuss the board's bylaws. They are still developing the bylaws, using the draft bylaws as a guide, and hope to have some general guidelines for the board to review at its next meeting. After reminding the board that it would meet next on October 14, 2005 at the Ohio Historical Center from 10:00 a.m. to 2:00 p.m., Mr. Strider invited members to host an upcoming board meeting. Mr. Pike suggested that the board convene at Western Reserve Historical Society in July 2006.

Ms. Tooker concluded the meeting at 1:56 p.m.

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