

14 July 2006

From OHRAB

Ohio Historical Records Advisory Board Meeting Minutes, Minutes, July 14, 2006

BOARD MEMBERS PRESENT: Charles Arp; Barbara Floyd; Raimund Goerler; William K. Laidlaw, Jr.; Kermit Pike; James Oda

BOARD MEMBERS NOT PRESENT: Joanne Budler; John Fleming; Laurie Gemmill, Marjorie McLellan; Julie McMaster; Julia Michael Scott, Carol Tomer

OHS STAFF PRESENT: James Strider; Todd Kleismit; Pari Swift; Nancy Schmidt

OHS STAFF NOT PRESENT: Rachel Tooker

OTHERS PRESENT: Jelain Chubb, new State Archivist

1. Welcome

Mr. Laidlaw called the meeting to order at 10:05 a.m.

2. Introduction of new State Archivist

Dr. Laidlaw introduced Jelain Chubb, who will begin her duties as new State Archivist officially on July 24. Ms. Chubb comes from the Missouri State Archives where she served as Administrative Archivist in charge of the Local Government Records program. Prior to her tenure at Missouri, Ms. Chubb served as Local Records Archivist for the Kansas State Historical Society. She has a Bachelor of Arts degree in history from the College of Charleston and a Master of Arts in Applied History and Master of Library and Information Science from the University of South Carolina. She holds certifications from the Academy of Certified Archivists and the Institute of Certified Records Managers. She is active in national organizations, serving on the Board of the National Association of Government Archivists and Records Administrators.

Ms. Chubb stated that she was looking forward to assuming the functions of State Archivist in Ohio and looked forward to working with OHRAB members to improve records preservation and use in the state.

3a. Review of Strategic Plan Activities: OHRAB By-Laws

Dr. Laidlaw noted the discussions that had taken place since the last Board meeting regarding concerns that some OHRAB board members had regarding the role of OHRAB in relationship to OHS. He stated that he felt that a number of those concerns could be addressed in the by-laws that were to be considered at this meeting.

Discussion ensued regarding the draft by-laws. Barb Floyd and Rai Goerler expressed concerns that the concept of advocacy had been removed from the first sentence in the Mission section of the by-laws. Dr. Laidlaw stated there was no intention to deemphasize the advocacy function of OHRAB and recommended adding a first bullet under the introductory sentence in Mission noting that "OHRAB advocates for issues that enhance the collections,

preservation and public use of historical records.”

Additional wording changes were suggested and made to the fifth and sixth bullets under Mission (see revised draft).

Charlie Arp questioned whether members can continue to serve after their terms expire. Mr. Strider noted that this provision complies with NHPRC guidelines for SHRABs that do not have their regulations codified in state laws.

There was extended discussion regarding Meetings 6.b, which allowed use of telephone conferences as a substitute or in addition to meetings. Some members felt that OHRAB should comply with all aspects of the state’s open meeting laws; others felt that the board should encourage appropriate use of modern technology to facilitate participation in its activities. Dr. Laidlaw stated that he would seek advice of legal counsel to determine whether OHRAB is required to comply with the state’s open meeting laws.

It was recommended and approved to add “agendas” to “dates of meetings and approved minutes of meetings” to 6h.

In Section 7, 7c and 7d were approved to be reversed and d was revised to, “Every committee must have at least one Governor-appointed Board member.”

It was approved to change the order of items in section 8, exchange b and d.

The draft by-laws were approved conditionally, pending review by legal counsel and formal approval at a later board meeting.

3b. Public Records

i. Executive Privilege

Mr. Strider reported that OHS staff (Laidlaw, Strider, Kleismit, Swift) had met with Governor Taft’s Chief Legal Counsel, Betsy Schuster, and Deputy Chief of Staff, Ann Aquillo to discuss the Society’s concerns regarding the ramifications of the Supreme Courts decision regarding executive privilege vis-à-vis the long term preservation of Governor Taft’s administration records. Ms. Schuster stated at the meeting that the Governor’s legal staff would review records to determine if any would be subject to executive privilege but that they did not plan to destroy any of them. If any were determined to be closed, they would work with OHS to develop a system where they could be opened after a specific period of time.

Mr. Strider stated that as of this OHRAB meeting, the Governor had not decided where to place his administration records. OHRAB members discussed the importance of having the papers placed with State Archives. Barbara Floyd moved and Charlie seconded a motion that OHRAB urged the Governor to comply with established records management procedures and transfer his administration’s records to the State Archives. The motion passed. She also recommended that this resolution be forwarded to the Society of Ohio Archivists so it could discuss the problems of having any Ohio institution other than State Archives accepting public records unless explicitly authorized to do so by State Archives.

ii. House Bill 9

Todd Kleismit reported that House Bill 9 had been approved by the House 96 – 1. It would now be considered in the Senate when the Senate reconvened after the election. Mr. Kleismit felt that it would very likely pass. He will monitor activity regarding the bill and communicate to OHRAB members regarding its status and whether OHRAB

should take action to communicate regarding the bill.

3c. Nominations and Renewals of Board Members

OHRAB members were asked for their thoughts regarding potential board members. It was suggested that an active leader of the Ohio Genealogical Society be added. Board members also favored adding someone from the library community since Jo Anne Budler was not willing to participate on the board. Bill Laidlaw will use OHRAB recommendations in making decisions for final recommendations to the Governor.

3d. Ohio Electronic Records Committee

Barbara Floyd reported on the activities of the Ohio Electronic Records Committee. At their last meeting they had received a presentation regarding Ohio Link's Digital Commons project and discussed how it might relate to records management. There was discussion about the need for enhanced records management actions/resources by DAS.

5. Approval of January and April 2006 minutes

Barbara Floyd moved and Rai Goerler seconded that these minutes be approved. Motion passed.

6. Updates

6a. Ohio Historical Society Governor Taft collections update (see 3.b.i above)

6b. Rai Goerler reported that OSU had hired an Electronic Records Archivist.

7. Next meeting: October 27, 2006, 10:00 a.m. – 2:00 p.m., Ohio Historical Center

8. Adjournment

Jim Oda moved and Rai Goerler seconded that the meeting be adjourned; motion passed

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