

29 April 2011

From OHRAB

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Judy Cetina, Rhonda Freeze, E. Paul Morehouse, Dan Noonan, John Runion, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Janet Carleton, Dawne Dewey, Lauren Lubow

OHS STAFF PRESENT: Burt Logan, Sharon Dean, Angela O'Neal, Todd Kleismit, Fred Previts, Jillian Carney

GUESTS: Ron Davidson

1. Welcome

Judy Cetina called the meeting to order at 10:03 a.m. without a quorum. She discussed the opportunity for the Board to view the "Controversy" exhibit at the Ohio History Center at the conclusion of the meeting. Pari Swift informed the Board that the February issues of the NAGARA Clearinghouse newsletter contained photographs of the Achievement Award winners. Board came to a full quorum at 10:09 a.m.

2. Approval of February 11, 2011 Minutes

Paul Morehouse motioned to approve the February 11, 2011 meeting minutes pending grammatical changes. The motion was seconded by Dan Noonan. None opposed. The minutes were approved.

3. OHRAB Appointments

Fred Previts noted that at the last meeting the Board decided to invite Ron Davidson of the Sandusky Library and Tonya Matthews of the Cincinnati Museum Center to fill the two open positions on the Board. He informed the Board that Matthews was unable to attend due to a previous engagement and Davidson is attending as a guest while he waits approval from the Governor's Office. Noonan, Lauren Lubow, and Galen Wilson were up for re-appointment to the Board. All three elected to be re-appointed to the Board and are also awaiting final approval from the Governor's Office.

4. OHS Budget Update

Burt Logan reported that OHS began state budget discussions last fall. During the review, OHS realized that previous budget strategies would no longer work and that OHS would have to get ahead of the budget instead of responding to it. OHS presented a budget proposal that looked at OHS' designated responsibilities in the Ohio Revised Code (ORC). OHS grouped the 28 public service functions into three categories: public service functions fully funded by the State and performed by OHS, public service functions performed by OHS and funded jointly by the State and OHS, and public service functions performed and funded solely by OHS. The proposal presented to the Office of Budget and Management and Governor John Kasich's administration included an overall reduction in

funding of 7.3%. Governor Kasich's budget included the exact proposal when it was released in March 2011.. Since the budget was released, OHS has testified in front of the House and will testify in front of the Senate Finance Committee on Wednesday, May 4, 2011. Logan felt that the reduction is something that OHS can work with. Todd Kleismit noted that the tax check off was included in the budget discussion and that there was a provision added to extend funding to the state preservation program. Cetina asked if OHS will be increasing research hours in the Archives. Logan noted that OHS is looking closely at the possibility of extending hours.

5. Legislative Update

Kleismit reported that Senator Mark Wagoner will be introducing a bill mid-May that will combine several of the Legislative Commission's recommendations into one bill. The penny per page fee will not be included due to its potential to keep the bill from passing. A few of the recommendations that will be included on the bill are the Ohio history license plate and several items pertaining to the Ohio Historic Preservation Office. Kleismit will keep the Board informed regarding changes. Kleismit noted that since the February Board meeting the Ohio Genealogical Society has been added to the Cemetery Task Force.

He also informed the Board that Representative John Adams introduced House Bill 211 a few days prior to the meeting. House Bill 211 would require the inclusion of content on specified historical documents in the state academic standards and in the high school American history and government curriculum. The bill would specifically change the curriculum for 9th grade student's to include the study of the Declaration of Independence, United States Constitution, Northwest Ordinance, and Ohio Constitution. Kleismit noted that he is not sure how, if passed, the bill would interface with the current educational system.

Unfortunately due to political protests at the Statehouse, the 2011 Statehood Day event was cancelled. Kleismit reported that there were 200 people registered to attend the event. The keynote speaker, John Glenn, informed OHS that he would be willing to speak at next year's event.

6. OHRAB Strategic Plan

Previts noted that the April meeting was supposed to focus on Strategic Planning, but due to length of agenda it was not possible. He provided the Board with the SWOT results from the previous round of strategic planning to review. Angela O'Neal recommended that committee look through the current strategic plan and the SWOT analysis. She noted that there may be a disconnect because the SWOT results were generated for archives and libraries in Ohio, not specifically for OHRAB. The Board discussed a variety of methods for revising the strategic plan. Wilson recommended that teams of two work on each category. Previts noted the subcommittee, comprised of Janet Carleton, Dawne Dewey, Previts, Swift and Wilson, will work on reviewing the SWOT and drafting a revised version for the July meeting. O'Neal noted that the subcommittee should work with a facilitator for the strategic planning session and consider extending the length of the meeting to 9:00 a.m. to 3:00 p.m. All Board members present agreed to extend the meeting time. O'Neal recommended the following schedule to allow for time to transfer SWOT results to a strategic plan draft:

- 9:00 a.m. – 11:00 p.m. SWOT analysis
- 11:00 a.m. – 11:30 a.m. WRHS grant review
- 11:30 a.m. – 12:00 p.m. Lunch
- 12:00 p.m. – 3:00 p.m. Strategic Planning

Note: A portion of this discussion took place following the regular agenda items. It is located here in the minutes in order to provide a full summary.

7. NHPRC Update

a. WRHS Grant Review

Cetina noted that the Western Reserve Historical Society (WRHS) sent a draft of a NHPRC Basic Processing grant application to the Board for evaluation and feedback. The Board discussed the strengths and weaknesses of the proposal and asked Previts to provide WRHS with a summary of the discussion. Additionally, the Board would like to extend an invitation to WRHS to present their grant proposal at the July meeting. Previts will contact WRHS with a summary of the Board's evaluation and offer an invitation to the July meeting.

b. SNAP Grant Budget Update

O'Neal noted that the Board is officially working out of the new grant cycle. She explained that there were funds held over from last grant cycle so the April meeting will be the first charges against the new grant funds.

8. Committee Reports

a. Re-grant Program Committee

Wilson provided the Re-grant Program Committee report. The Committee, Cetina, Noonan, Runion, Swift, and Wilson, reviewed the 29 applications. Previts provided administrative assistance to avoid any conflict of interest. The Re-grant Program had \$21,377 to offer and requests totaled over \$78,000. Wilson cited the great need for support. The winners of the 2011 Re-grant funds include: Athens County Historical Society, Clark County Historical Society, Clermont County, Cleveland City Council, Cuyahoga County Community College, Granville Historical Society, Mahoning Valley Historical Society, Shaker Heights Library, Sinclair Community College, and the Union County Archives. Four awards represent partial amounts of requested monies. Four unsuccessful candidates requested feedback regarding the deficiencies with their applications. The Committee members have been assigned an institution to mentor throughout the project.

Runion would like to give credit to group for the quick turnaround time on the review, especially Noonan for the review spreadsheet he created. Cetina noted that they responded to all applications, successful and unsuccessful. The Committee felt that they had built a good system that could be used again. The Board would like to see if there are any willing grantees to discuss the projects at the Society of Ohio Archivists or MAC conferences. Swift will include information on the Re-grant program in the NAGARA Clearinghouse. Cetina noted that there were many applicants that fell just outside the requirements, so the Committee may want to look at revising the guidelines for the next round. Freeze would like to see application requirements ensure that other funding sources for these projects do not exist. Previts reported that the awardees have been mailed their checks and that they will have a better idea of how things are going in October.

b. OHRAB Awards Committee

Tatem informed the Board that the Awards Committee met to review the 2011 History Day Awards nominees. There were a total of five nominees all within the Websites Division, three from the Senior Division and two from the Junior Division. Of the five nominations only one project related to Ohio history so the Committee decided to award both \$100.00 awards to the project. This year's winner is "Cuyahoga River Fire: How the Smallest Fire Sparked a National Debate on Clean Water" by Joan Colleran and Sachi

Gosain. Noonan will be presenting the History Day Award to the winners on Saturday, April 30, 2011. Swift asked for a photograph of the winners to include in the NAGARA Clearinghouse newsletter. Tatem also reported that the Committee was disappointed in the quality of the research work this year and lack of primary sources. She noted that the Committee will better define what a primary source is for next year.

9. Ohio Electronic Records Committee

Noonan reported that the Ohio Electronic Records Committee (OhioERC) met on April 27, 2011. There was low member turnout, but they were able to move forward with the smaller group. He noted that there were two resignations from long term members, Karen Shaffer and David Landsbergen. The OhioERC is still actively recruiting new members and including those from the information technology field. Noonan noted that the OhioERC is still in the midst of strategic planning, specifically looking at the purpose and role of the Committee. At the meeting the Committee drafted a strategic plan, mission statement, and long and short term goals. The long term goals included:

- Identification of users and their needs
- Commitment to more effective project management
- Develop a more integrated relationship with the State Archives
- Raise awareness of the committee and the guidance it provides
- Maintain the long term currency of OhioERC products

Noonan informed the Board that he is looking into having the OhioERC present at the 2011 Best Practices Exchange. The Best Practices Exchange began in 2006 as a way for state government and records managers to discuss the best practices and issues surrounding electronic records. The 2011 conference is being held at the Kentucky Department of Libraries and Archives in October.

Noonan also noted that there is an active subcommittee looking at social networking guidelines and the subcommittee hopes to have draft guidelines ready by the July meeting. The OhioERC is also looking into creating guidance documents for cloud computing. The elevator speech "Tip Sheets" have been created. There are currently four topics including email (public v. private), document imaging, social networking, and records management at the decision making level. Noonan hopes that the finalized versions of the "Tip Sheets" will be available by July. Freeze reported that Butler County has formed an Electronic Records Advisory Committee and are utilizing the OhioERC guidelines. Noonan thought that they could potentially participate as part of a focus group.

10. New Business"

a. Adoption and Mental Health Case Files

Freeze informed the Board that the County Archivists and Records Managers Association (CARMA) have been discussing issues pertaining to adoption and mental health case files over the past several months. Swift noted that this topic started to come up prior to the 2007 letter sent by then State Archivist Jelain Chubb to the Ohio Supreme Court's Commission on the Rules of Practices and Procedures. Swift informed the Board that the problem with the records is due to the fact that probate court records do not always separate out different types of records. Because of this, records that are open are sometimes intermixed with records that are closed, causing the whole record series to be closed. Also, the decision to close these records remains at the discretion of the judge within each county. This creates a variety of policies and issues for researchers. In some counties the records are open while in other counties the same records are closed. Freeze and Swift would like to know if the Board would be willing to get behind the cause to open access to the records.

Cetina asked if the Board would like to form a Committee to create a proposal for the July or October meeting. Freeze, Morehouse, Previts, Runion, and Swift were willing to join the Committee. Tatem, however, asked if the Board could join with CARMA instead of taking the lead on the issue. Wilson also felt that it was not OHRAB's place to spearhead the efforts. He felt that the Board would be better suited to provide a letter of support. Morehead noted that genealogists would like to see clarification on this topic and thought there would be a large number of supporters. Swift asked if Previts could inquire from the CoSA listserv what states have provisions on adoption and mental health case files. Wilson asked if OGS would be the right group to spearhead the efforts due to their vested interest in the subject. Morehouse noted that he will bring it up at the next OGS Board meeting and would like feedback from the Board as to how he should advocate for this issue. The Board was in agreement that OHRAB would be a partner in support of the efforts and hope to have a more formal approach in place by the October meeting.

b. Potential Changes to Local Government Records Management Procedures and the Forfeiture Provision

Swift reported that the County Commissioners Association of Ohio (CCAO) is proposing legislation to change the procedures that local governments must follow when disposing of records. Due to the threat of being sued over the improper destruction of records, local governments would like to see changes made so that it is easier to comply with the public records law. The CCAO is proposing that the law be changed so that local governments would only have to submit Certificates of Records Disposal for specific record series as designated by the Ohio Historical Society instead of submitting Certificates of Record Disposal for every record that will be disposed of. Swift noted that CARMA likes the idea in theory, but it is a massive undertaking. CARMA discussed updating the Ohio record manuals and is looking at the feasibility of having state-issued schedules. CARMA representatives will be meeting in May to discuss the next steps. Legislation is moving forward on this due to the number of supporters of the bill. The other proposal from the CCAO is the Forfeiture Provision which currently states that aggrieved parties could be awarded up to \$1,000 for each violation of the public records law. Swift noted that Senator Bill Seitz is developing legislation to try to modify this. Cetina asked Swift to provide an update at the July meeting as this legislation would directly affect local governments and the State Archives.

c. Swift asked the Board to consider possibly creating a designated seat for a CARMA representative. She noted that CARMA is becoming increasingly active on records management issues.

d. Freeze thanked the OHS staff for the work they are doing in regards to historical records legislation.

e. Kleismit informed the Board that he has copies of OHS's Ohio Citizens Guide if anyone would like a hard copy. It is also available online at <http://www.ohiohistory.org/about/pdf/citizensguide.pdf>

11. Runion motioned to adjourn, motion seconded by Tatem. None opposed. The meeting adjourned at 2:02 p.m.

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