

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

January 27, 2017 OHRAB Final Approved Minutes

BOARD MEMBERS PRESENT: Ron Davidson, Dawne Dewey, Sara Harrington, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift, and Galen Wilson, Steven Badenhop, Meghan Hays (by phone), Burt Logan (ex officio)

BOARD MEMBERS NOT PRESENT: Rhonda Freeze

OHS STAFF PRESENT: Theresa Hopewood, Todd Kleismit

GUESTS: None

I. Welcome

Swift called the meeting to order at 9:59 a.m.

II. Consent Agenda

Swift asked for a motion to approve the consent agenda including October 28th 2016 minutes. Harrington moved to approve the consent agenda and seconded by Wilson. No additional discussion. None opposed. Consent agenda for Friday, October 28, 2016 was approved. Board members introduced themselves.

III. Strategic Discussion

a. OHRAB Budget Update

Previts provided the Board with the 2016 budget which included the expenses for the January 18 Greene County Archives and Records Center program at Wright State University. The workshop expenses went about \$50 over budget which the State Archives will cover. There were no questions about the 2016 budget. Previts reported that the 2017 budget includes \$20,000 for the re-grant and also the Achievement and History Day awards. New this year is sponsoring the Ohio Electronic Records Committee workshop and Plummer's time on the grant wasn't funded this year. Swift asked if it would be possible to host another workshop on educational outreach programs for archives. Previts replied that it wasn't included in the budget for this year but it can be for next year.

b. Statehood Day Update

Kleismit provided the Board with an update on Statehood Day, which will take place on March 1, 2017 at the Ohio Statehouse. The planning committee is putting together the legislative priorities. Greg Harris, President & CEO of the Rock & Roll Hall of Fame and Museum will be the keynote speaker. The History Fund grants will also be awarded. Swift inquired about electronics records preservation as a legislative priority. Kleismit asked Swift to send him some language. Noonan volunteered to help Swift.

Kleismit said most of the logistics are in place for Statehood Day. Registration is from 9:00 to 9:30 a.m. Speakers will discuss each of the legislative priorities. The intent is to

have those who have registered to schedule a meeting with their legislator ahead of time. Plummer asked if OHRAB will have a table like in the past. Previts replied that it can and he will look into that. Kleismit added that there are a wide range of people at this event and it's very important to have people working in archives and library to help guide the conversations. Kleismit stated that in the future, if March 1st is a Tuesday, Wednesday or Thursday Statehood Day will always try to be scheduled for March 1st.

ACTION ITEM: Swift and Noonan will send some language to Kleismit for a Statehood Day legislative priority about records management and electronic records preservation.

ACTION ITEM: Previts will check about having an OHRAB table at Statehood Day.

c. Membership Update

Logan apologized for not being able to attend the board meetings lately and thanked the board members for their service and the great work they're doing.

Swift asked Kleismit if there are any updates in the Governor's Office about the board's membership. Kleismit reported that he, Noonan and Previts met with staff of the Governor's Office and shared the potential changes to the structure of the board. The Governor's Office prefers to keep the structure of the board as it is but Kleismit believes that the Governor's Office is open to appointing two new members by Statehood Day (March 1) and at least one more member when Noonan's and Wilson's terms expire at the end of March.

Wilson made a motion to vote on the bylaws change and Noonan seconded. Kleismit asked about waiting until April and Swift replied that the goal is to have the new members on board by April in order to sustain the activities of the board. Wilson said these activities don't involve legislation but providing guidance and helping people. Logan reminded the board that other boards have also been reduced. Members discussed drafting a statement for the Governor's Office explaining that the board isn't state funded and brings money to the state.

Swift asked if the Ohio History Connection was concerned that conversation about the number of board appointments could negatively affect the Ohio History Connection's budget. Logan assured the board that Kleismit has done his absolute best to submit the board's case to the Governor's Office. Kleismit said that it is up to the board which direction it decides to go and Logan said that he and Kleismit would support the board with its decision. Wilson asked about the impact that changing the bylaws would have on the Ohio History Connection. Kleismit and Logan did not think there would be any significant fallout. Logan encouraged the board to view the process as a partnership with the State. Since there has been ongoing conversation with the Governor's Office and they have indicated that they would be making appointments, Logan suggested giving them an opportunity to do so. Noonan agreed with waiting before changing the

bylaws. Noonan made a motion to table the original motion to change the bylaws. Davidson seconded and all approved.

Logan left the meeting at 11:08 a.m.

Kleismit left the meeting at 11:12 a.m.

Swift reported the board has four candidates as potential nominees: Virginia Dressler, Cindy Hofner, Russ Pollitt and Tina Ratcliff. Two candidates need to be submitted to the Governor's Office now and two at the end of March when Noonan and Wilson leave the board. The board discussed the organizational, geographical and institutional backgrounds of each of the candidates and the board's current composition. Noonan moved that the board submit Cindy Hofner and Russ Pollitt to the Governor's Office for immediate appointment. Harrington seconded and all in favor. Noonan moved that the board submit Virginia Dressler and Tina Ratcliff to the Governor's Office as replacements for Noonan and Wilson for terms starting in April 2017. Hays seconded and all in favor.

Harrington asked if non-members can serve as volunteers on board subcommittees. Swift replied that they could.

ACTION ITEM: Previts will contact Cindy Hofner and Russ Pollitt about submitting their board applications to the Governor's Office now and will contact Tina Ratcliff and Virginia Dressler about submitting their applications at the end of March.

d. Committee and Task Force Updates

Swift reported on the Awards Committee. She asked for a volunteer to take over chairing the committee and Harrington accepted. Swift asked about the History Day award paperwork and Previts replied that the paperwork has been submitted. Hays shared about a History Day workshop the Shaker Heights Public Library hosted in the past.

Davidson reported on the re grants program. The announcement for the 2017 grant was posted right after New Year's Day. No applications have been received yet and the deadline is February 28. This year the maximum amount of a grant is \$5,000. Davidson said the committee will schedule a phone conference to review the grants.

Swift reported on the educational outreach workshop led by staff of the Greene County Archives and Records Center. There were 20 attendees out of 26 registered and it was phenomenal. The Greene County staff shared the lessons they developed for 4th, 6th and 8th grade students. These lessons connect students to primary sources on specific topics in history. The workshop leaders shared how they develop the lessons, research the topics, and create worksheets for the students. Swift suggested sponsoring this workshop in another part of the state, like Kent State. She also suggested looking for other unique programs that the board could help sponsor.

LUNCH – 11:47am

e. Historical and Records Management Organization Updates

Previts reported on the Ohio Electronic Records Committee (OERC). The OERC met January 11, 2017 at the Ohio History Center. The OERC discussed its fall 2017 workshop which will be held October 6 at the Delaware County Records Center. The topic will be life cycle management of records in digital format and will include a demonstration of the scanning tool developed by OERC members Nathan Owens, Bill Lavin and Daniel Johnson. There will be two sessions, one in the morning and one in the afternoon. OHRAB is providing funding through the NHPRC to support this workshop and funding will be used for refreshments, lunch for the presenters and travel scholarships.

The committee also discussed revising its email guidelines. There is a subcommittee (Eira Tansey, Digital Archivist and Records Manager at the University of Cincinnati; Alyshia Dygert, Administrative Officer with the Ohio Department of Jobs and Family Services; Darren Schulman, City Attorney for the City of Delaware; and Dan Noonan) that is reviewing the Capstone approach to managing email. Specifically they will be looking at:

- What is happening at the federal level?
- Have any at state level implemented this or any other new methods?
- How does current Ohio Law enhance or constrain abilities to adopt new methods?

Noonan shared that he is reviewing the situation in Ohio pertaining to the Capstone approach.

Previts also reported that the OERC also discussed consolidating its guidelines. The committee developed its *Guidelines for Electronic Records Management* in 2000 and since then has developed a number of other guidance documents. The OERC would like to consolidate the guidelines and guidance documents so it is more streamlined for users. Cindy Sauer, Records Manager and Assistant University Archivist at Bowling Green State University, is leading this effort for the committee and the first chapters are being reviewed.

Previts added that the leadership of the committee has changed. Chris Wydman, University Records Manager at Wright State University, is now chair for 2017-2018. Nathan Owens, Records Analyst at the Ohio Attorney General's Office, is vice chair. Darren Schulman is past chair. Marlys Bradshaw, Library Technical Services Manager at the Ohio Supreme Court Law Library, agreed to continue as secretary.

Swift added that with Noonan ending his term on the board, Previts will be providing the update on the OERC.

Badenhop reported on the County Archivists and Records Manager's Association (CARMA). CARMA is preparing for the spring meeting being held in April at the Ohio

History Center. The program is still being set. Badenhop added that Licking County is considering a new records center and Sophia McGuire, Licking County Records Manager, will be visiting Union County's records center in February. Noonan shared that the Society of American Archivists Records Management Section will be hosting a Google Hangout discussing police body cameras and records management on February 8. Noonan will email information to the board.

Swift shared that NAGARA (National Association of Government Archives and Records Administrators) will be hosting a one-day regional forum at OCLC in Dublin on March 23rd. Topics will include: a debate style discussion on government style transparency vs privacy; a session on police body cameras and getting records management involved in the discussions; email; and data analytics. NAGARA members and Great Lakes Regional members of ARMA will be in attendance.

IV. New Business/Announcements

Swift talked about a letter from Congressman Jason Chaffetz to David Ferriero, Archivist of the United States requesting that NHPRC documents be turned over to the House of Representatives. Wilson added that this could be the first step in decommissioning the NHPRC. Swift suggested having a plan in place that can be quickly implemented to contact Ohio's representatives to advocate for the NHPRC. Wilson and Hays shared that while email and letters are important, phone calls are more effective. Wilson added that his representative supported PAHR (Preserving the American Historical Record) following an in-person meeting. Swift asked for volunteers to compile information and resources. Wilson, Previts, Harrington and Hays volunteered. Wilson suggested that Hays head the subcommittee and Hays agreed to. Swift asked Previts to send the subcommittee examples of past advocacy efforts.

Swift then led a discussion on future program ideas for the board and encouraged members to watch the Council of State Archivists' recording of a webinar on the NHPRC. She added that the video identifies what the NHPRC wants to see state boards doing with their grants. Swift suggested that the board could create a brief video or a poster on managing and preserving electronic records. Noonan suggested that the blog feature on the front page of the website could be used, whether it is pointing to other resources or sharing people's stories. Previts suggested revisiting a survey to find out what type of assistance archives are seeking. Harrington suggested developing a plan to coordinate the board's communication tools. Harrington volunteered to look into developing a plan and Noonan offered to assist.

Swift suggested building a resource library on various topics, such as preservation standards for archives and records centers. Noonan added that the OhioERC's website does something similar.

Badenhop asked if the Ohio History Connection received the NHPRC grant that it had applied for. The Ohio History Connection did not. Discussion followed about the new online grant review system. Board members mentioned the benefits of discussing the

grant reviews as a board which took place under the former review process. Members also emphasized that grant applicants should consult with the board prior to applying.

Swift inquired about publicizing the Achievement Award recipients. Plummer asked about the Rock & Roll Hall of Fame photograph that was posted on the website. Hays replied that her friend took the photo and the board has permission to use it.

Dewey thanked Wilson and Noonan for their 9 years of service to the board. Swift presented Wilson and Noonan with certificates.

ACTION ITEM: Previts to send Advocacy subcommittee (Swift, Hays, Harrington and Wilson) examples of past advocacy efforts. Advocacy subcommittee will compile resources and sample responses.

ACTION ITEM: Harrington to look into developing a plan for the board to manage and coordinate its communication strategy.

V. Closing

Noonan moved to adjourn the meeting at 1:56 p.m. Wilson seconded the motion. None opposed. The meeting concluded at 1:56 p.m. The next meeting will be held Friday, May 5th at the Ohio History Center from 10:00 a.m. – 2:00 p.m.