

The OhioERC and NAGARA present:

Ohio E-Records Forum 2014

The **Ohio Electronic Records Committee (OhioERC)**, in partnership with the **National Association of Government Archives and Records Administrators (NAGARA)**, is offering a full-day forum dedicated to a variety of electronic records issues through experienced panelists and speakers who have been in the trenches. Attendees will come away with real-life examples of how records management is an integral part of managing the content produced by both government and the private sector, working with ITS on systems and security, and risk management.

Date: March 20, 2014

Time: 9:00 AM—4:00 PM, registration at 8:30

**Location: The Conference Center at OCLC
6600 Kilgour Place, Dublin, OH 43017**

**Cost: \$69.00 (members of NAGARA, OhioERC, ARMA)
\$79.00 non-members**

♦ **Includes morning & afternoon refreshments, lunch**

Register online at: www.nagara.org



Ohio Historical Records
Advisory Board



Traveling from a distance on your own dime? **Travel scholarships** based on round-trip mileage are being offered on a first-come, first-served basis. To apply for the scholarship, send your name, email address, phone number, city traveling from, and round-trip mileage estimate to fprevits@ohiohistory.org. Scholarships will be awarded at a minimum of \$0.25/mile, depending on the number of applications received, and are provided by the Ohio Historical Records Advisory Board and the National Historical Publications and Records Commission.



NHPRC

DOCUMENTING DEMOCRACY
National Historical Publications and Records Commission

Workshop Schedule & Sessions

Schedule:

- 9:00-9:30 — Opening Remarks and Records Management Basics
- 9:30-10:30 — Session Cloud Computing: Risk and Retention
- 10:30-10:45 — Break
- 10:45-11:45 — Total Cost of Ownership
- 11:45-12:30 — Lunch
- 12:30-1:30 — E-Discovery Mock Trial
- 1:30-2:30 — Successful Collaboration Between IT/RM/Admin/Legal
- 2:30-2:45 — Break
- 2:45-4:00 — Don't Let This Happen to You!

Sessions Overview

- *Opening NAGARA/OhioERC/OHRAB* – Introduction to the basics of an electronic records management program. *Speakers: Galen Wilson, Senior Records Analyst, NARA (NAGARA); Pari Swift, Senior Records Manager, Ohio Attorney General's Office (OhioERC); Dan Noonan, Assistant Professor – e-Records/Digital Resources Archivist, The Ohio State University Archives (OHRAB)*
- *Cloud Computing: Managing Risk and Retention* – In times of tightening budgets, cloud computing can lead to IT efficiencies. However, it can also come with legal risks, especially related to records laws and practices. This session will flesh out both the advantages and risks of cloud computing in order to guide sound decision-making. *Speaker: Dino Tsibouris, Principal Attorney, Tsibouris and Associates*
- *Total Cost of Ownership* - This session will compare the costs of maintaining and managing records in various formats: paper, microfilm, digital image, born electronic, etc. It will address the various factors that impact cost so record keepers can calculate their total cost of ownership. The session will also touch on long-term preservation of electronic records. *Speakers: Glen McAninch, Manager of the Technology Analysis and Support Branch, Kentucky Department for Libraries and Archives; Caryn Wojcik, Government Records Archivist, Michigan Records Management Services*
- *E-Discovery Mock Trial* - Agency records management puts into place a system of repeatable, defensible policies, procedures and processes that can be used later in litigation if record keeping, disclosure or preservation practices are ever challenged. An organized records management and information program can arm agency attorneys with the realities of the system, helping them to limit the impact the risks associated with litigation by not leaving agency policies and procedures open to interpretation or misunderstanding. Video testimony of records managers and IT staff will be used to illustrate elements of both good and bad records keeping programs and their impact on litigation. *Speaker: Martin D. Susec, Assistant General Counsel, Discovery Management Unit, Nationwide.*

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Workshop Sessions (Continued)

Sessions Overview (Continued)

- *Successful Collaboration Between Records Management/Information-Services Technology/Administration/Legal* – History teaches us that when Records Management and Information Technology exist in separate silos, trouble invariably follows. Electronic records-keeping systems require upfront teamwork and input from both departments, along with Legal and support from Administration. Panelists will discuss the secrets to their successes in combining forces when it comes to the development of electronic records-keeping systems. *Speakers: Mark Myers, Electronic Records Archivist, Kentucky Department for Libraries and Archives; Pari Swift, Senior Records Manager, Ohio Attorney General's Office; Caryn Wojcik, Government Records Archivist, Michigan Records Management*
- *Don't Let This Happen to You!* – Remember the old adage *Your life's purpose may be to serve as a warning to others?* Let's face it: we've all been there. Some excellent speakers have graciously agreed to let down their guard long enough to light-heartedly relate sad tales of lessons learned the hard way. Come prepared to sympathize... and learn from their mistakes. Topics will include cyber security, data loss, phishing, key-loggers, and more. *Speakers, Joe Bazeley, Assistant Vice President and Information Security Officer, Miami University; Darren Shulman, City Attorney, City of Delaware; Jon Adams, President, SALIX*

Sponsoring Organizations

OhioERC

The Ohio Electronic Records Committee identifies best practices and develops resources concerning the creation, maintenance, long-term preservation, and access to the electronic records of Ohio's public entities. The Committee advocates for implementation of, and educates its constituencies regarding, these best practices.

NAGARA

National Association of Government Archives and Records Administrators (NAGARA) is a professional association dedicated to the effective use and management of federal, state, and local government records and information in all formats.

OHRAB

The Ohio Historical Records Advisory Board's (OHRAB) mission is to serve the people of Ohio by advocating, nurturing, and advising programs that identify, preserve, and provide access to their documentary heritage, which enriches the culture and protects the rights of Ohioans.

NHPRC

The National Historical Publications and Records Commission (NHPRC), a statutory body affiliated with the National Archives and Records Administration, administers a grant program that supports activities relating to historical records. NHPRC encourages efforts to preserve and make available for use

Presenter Biographies

Jonathan Adams

Jonathan Adams is the co-founder and President of SALIX, a leading records management and litigation support company. In the past 15 years, SALIX has become one of the preeminent leaders in helping organizations leverage information to meet core objectives. SALIX's robust E-Discovery and Forensic Data Collection experience has provided the platform for our Cyber Security division, which includes certified hackers and Compliance Auditing for all industries. Jon is an active member of the Cincinnati ARMA Chapter, serving as its President and in other board roles. He has been recognized as a 2013 Gentleman of Style and Substance, a member of the Forty under 40 class of 2012, and a Great Leader under Forty by Cincy Magazine. Jon is a native of Cincinnati and attended Miami University.

Joe Bazeley

Joe Bazeley is Miami's Information Security Officer (ISO). He has responsibility for ensuring Miami's security and compliance for IT resources, and for coordinating Miami's response when information security incidents occur. He has been at Miami since October 2008. He was previously the ISO for Loyola University Chicago, and prior to that he ran the Computer Incident Response Team for Accenture.

Glen McAninch

Glen McAninch has worked over 27 years at the Kentucky Department for Libraries and Archives and worked over 3 years at the University of Kentucky Libraries Special Collection prior to joining KDLA. He is currently the Manager for the Technology Analysis and Support Branch, a unit responsible for Division application support and development of an Electronic Records Archive. He holds a M.A. in History from UNC Chapel Hill, as well as, an M.L.S. from the University of Kentucky.

Mark J. Myers

Mark J. Myers is the electronic records archivist with the Kentucky Department for Libraries and Archives and has over 12 years of experience in the field of digital preservation. Mark is the administrator of KDLA's data archive and is responsible for the long-term management and preservation of electronic records at KDLA. He also provides advice and assistance to state and local government agencies for the long-term preservation of their electronic records. As part of the Electronic Records Working Group, an interagency body consisting of state records management personnel, IT personnel, state auditors and legal personnel, Mark helps develop policy recommendations or alternatives for issues involving the intersection of technology and records management in Kentucky. Prior to his work in KY, Mark was electronic records archivist with the Alabama Department of Archives and History. Mark has a bachelor's degree in secondary education from the University of Kentucky and graduate work from Auburn University.

Darren Shulman

Darren Shulman serves as the Delaware City Attorney. As head of the city's legal department, Darren drafts the City's records retention schedules and policies as well as providing legal advice regarding the Public Records Act. Prior to joining the City of Delaware, Darren served as Associate Legal Counsel for the Ohio Department of Administrative Services, where his duties included responding to records requests received by the agency. Darren is a graduate of Northwestern University and Harvard Law School and is Vice-Chair of the Ohio Electronic Records Committee.

Presenter Biographies

Martin D. Susec

Martin Susec works within the Discovery Management Unit (DMU) of the Litigation Practice Group (LPG) of Nationwide where he advises and supports fellow attorneys and business units, including the Records & Information Management Unit (RIM), on the proper management of information within the enterprise. In that capacity, he handles a variety of electronic discovery and information management matters and proactively assists in reducing corporate litigation costs and risks. Martin researches and consults on new and proposed laws, standards, or regulatory trends within the field of information management and also identifies risks presented by proposed actions of the business. Upon request, Martin also advises, drafts, and negotiates agreements between Nationwide and its vendors regarding information management. Mr. Susec graduated from The Ohio State University College of Business with a Bachelor's degree in Marketing and International Business in 1992 and the University of Akron School of Law in 1996. While attending law school, Martin earned a Masters of Business Administration in Finance at Akron's College of Business. After law school, Martin worked for ten years at the Ohio Attorney General's Office where he specialized in public records law. Mr. Susec is a Certified Record Manager (CRM) and has given several presentations before national conferences within the information management industry. Martin is admitted to practice law in Ohio, the U.S. Fifth and Sixth Circuit Courts of Appeals, and the Northern and Southern U.S. District Courts of Ohio. Martin is also an active member of ARMA International.

Pari J. Swift

Pari Swift is the Senior Record Manager at the Ohio Attorney General's Office, where she is responsible for developing a sound records management program and an integral part of the document/records management system implementation team. Prior to coming to the Attorney General's Office, she worked at the Ohio Historical Society-State Archives for 9 years, serving as the Local Government Records Archivist and then as Assistant State Archivist. In those capacities she provided archives and records management advice and assistance to Ohio's state agencies and local governments. Pari is chair of the Ohio Electronic Records Committee, an appointed member of the Ohio Historical Records Advisory Board (OHRAB), and Vice-President of the National Association of Government Archives and Records Administration (NAGARA). She received her BA from Wittenberg University and her Masters of Library and Information Sciences degree from the University of Pittsburgh.

Dino Tsibouris

Dino Tsibouris is the founding principal of the law firm Tsibouris & Associates, LLC. His practice concentrates in the area of technology and intellectual property law with specific expertise in electronic commerce, online financial services, software licensing, and privacy law. In addition, Mr. Tsibouris' practice includes the implementation of electronic signatures, records management and information security. He was previously an attorney with Thompson Hine LLP and a Vice President and Counsel for e-Commerce and Technology at Bank One Corporation (now JPMorgan Chase). He has conducted CLE and trade association presentations on various e-banking and e-commerce matters, and participated in many regulatory and industry task forces addressing new legislation.

Caryn Wojcik

Ms. Wojcik has worked for the State of Michigan since 1996. She is responsible for appraising public records for their historical value, developing Retention and Disposal Schedules for public records, training government employees about best practices for records management, and for developing electronic records management and preservation strategies. Ms. Wojcik received both her bachelor's degree in history (1993) and her master's degree in information and library science (1995) from the University of Michigan, Ann Arbor. She is a Certified Archivist (received 2001). Ms. Wojcik participated in many grant projects funded by the National Historical Publications and Records Commission (NHPRC), including the SDSC Archivists' Workbench project, the Michigan RMA Pilot Project, the PERM Project, the PAT Project and the DCAPE Project. Ms. Wojcik was secretary to the Board of Directors of the National Association of Government Archives and Records Administrators (NAGARA) between 2003-2012.