

**C22, Evidentiary Support
June 23, 2009**

Conference Call Meeting

Draft Meeting Minutes

1. Introductions

The C22 meeting for June 23, 2009 was called to order at 2:05 p.m. by Bob Williams and Paul Doyle, committee co-chairs. Those participating in the meeting included:

Robert Blatt
John Breeden
Paul Doyle, Co-Chair
Jo Dunlap
Fred Grevin
Vigi Gurushanta
Dave Normand
Bob Williams, Co-Chair
Betsy Fanning (AIIM)

The agenda (C22 2009-001) for the June 23, 2009 meeting was approved as presented.

The of the meeting minutes (C22 2008-007) for the July 23, 2008 meeting was postponed until the next meeting.

2. Review of AIIM Standards Wiki

A committee page has been set up on the AIIM Standards wiki that is located at <http://aiimstandards.editme.com> . Once committee members register for the wiki, AIIM Staff will approve their registration and then you will be able to use the wiki. You can add attachments to a wiki page by clicking on 'Attachments' and then following the prompts to add the attachment. If you want to edit a wiki page, click on edit and an editor page will open that looks quite similar to word processing. If anyone needs assistance, they may contact Betsy Fanning at bfanning@aiim.org.

3. Discussion session

Bob Williams opened the discussion with a recap of the re-initiation of the C22 committee. The committee is evolving from a content generating committee that writes standards and technical reports to one that is a communicator or source of quality content on evidentiary issues. The content will be posted on the AIIM website. If there are other things that can and should be done that involve drafting documents, the committee can do those but the primary direction for the committee is to be a forum for quality information.

The committee discussed its scope and has agreed to keep the scope as it is without narrowing or changing it. Discovery and search are in the forefront currently. One area that may be added is privacy as it is increasing in visibility and popularity.

The committee discussed resources. Cohasset has ready to post several documents. Sedona group will allow AIIM to post links to relevant Sedona documents rather than post the documents on the AIIM site. If possible a statement as to the relevance of the document to the AIIM community would be something that would provide added value to the content.

The committee discussed if a revised draft for TR31-2004 was needed and agreed to discuss in the future. It is important to realize that circumstances have gone beyond where TR31-2004 was. The committee discussed if ISO/TR 15801 could be used in place of TR31. It was noted that ISO/TR15801 is conceptual in nature. The committee agreed that it will need to consider timing, rate of change and what is relevant as it decides if a revised version is needed.

It was offered that a judge could do a webinar with the committee allowing the committee to ask questions. This could result in a teaching tool that we would offer to AIIM members and web users.

The committee discussed the concept of a trusted repository. It was noted that broad parameters need to be established for trusted repositories. Additionally, guidance in the form of a "How to" should be provided. This is a good opportunity to involve the committee. Bob Blatt is planning to have an initial conference call meeting next week.

The committee continued discussion on trusted repositories vs systems. One needs to look at the system but that also means looking at whether the records in the system are trusted records. The committee discussed if it was necessary to describe or address what happens to the record before it goes into the system. It was agreed that a process that is documented, traceable, etc. and possibly auditable was what was needed.

The committee agreed to form an ad hoc committee and asked AIIM to include an invitation in Infonomics Weekly for participants. We want to keep the ad hoc committee small and use C22 as a sounding board and to help determine if the work or committee need to expand.

4. Wrap-up and Next Steps

The next meeting for C22 will be on September 17, 2009 at 2 p.m. Eastern. AIIM will send an agenda out closer to the meeting.

5. Adjournment

The C22 meeting for June 23, 2009 was adjourned at 3:00 p.m.