**UO Forms SAB Minutes from 01/19/2022:**

**Attending:** Catherine Bonomini-Smith, Alicia De Gonzalez, Renee Dorjahn, Shaymond Michelson, Mahnaz Ghaznavi, Jody Bleisch, Stephen Mosley, Kelly Gosset, Stacy Williams-Wright, Joseph Muennich
**Missing:** Paula Ellison, Mark McCulloch

*Note: Carrie Chesbro is no longer with the UO and should be removed from the SAB roster. Mahnaz Ghaznavi returned to the SAB. Julia Cohalan is on leave.***

Welcome to our new member, Alicia De Gonzalez and welcome back Mahnaz!

**Product Roadmap discussion:** (reviewing some of the work from this past year and looking ahead)

1. Completed AD based user lookup to replace the LDAP lookup
2. Ongoing: Forms A and B integration (ongoing improvements)
3. OnBase integration (addressed in greater detail below)
4. Update regarding hosting support for Red Data (addressed in greater detail below)
5. Drupal 9 application rebuild will include some enhancements we have discussed previously. In general, structural improvements will be prioritized in the D9 rebuild; while reporting, cross-site integration, OnBase integration, and layout enhancements can still be prioritized for the current D7 implementation.

**Secure processing of high risk documents:**
The creation of Forms-S (the site for high risk documents) is still pending transfer of the document backlog from UO Forms to OnBase
Completed groundwork for this project includes:
- Assignment of retention IDs to almost all docTypes
- Issuance of a new ISO rubric for determining document risk level

New ISO Rubric: (From data classification table, https://infosec.uoregon.edu/data-security-classification-table)

- Form element DOB + other PII elements = High Risk
- Form element home Address and/or home phone number + other PII elements (See PPI) = High Risk
- Form element UO ID’s + other PII elements (See PII) = Moderate Risk
- Form element HR/Performance etc. + other PII elements (See Personnel Files) = Moderate Risk

**Discouraging UO Forms misuse:**
Discussed an example of UO Forms misuse in which the user submitted multiple different documents for approval --all using their timesheet upload (including MCRs, an I-9, student employment forms). This made use of the routing and signing capabilities of UO Forms but disregarded its categorization and document filing functions.

Mahnaz Ghaznavi pointed out that misusing document approval instruments potentially violates ORS 162.305 (“Tampering with public records”)
https://www.oregonlegislature.gov/bills_laws/ors/ors162.html

**Identified training needs:**
Mahnaz volunteered adding a paragraph on Records Management pages regarding the correct use of UO Forms document types

**The question was raised regarding** whether use of UO Forms can be added to onboarding and training agendas for various positions ... which led to a sidebar conversation about poor onboarding and system documentation for many positions on campus ..also noting the benefits to campus should these gaps be addressed.
Duck Doc’s update:

The OnBase integration initiative was described in more detail, including our proposed nightly transfer of any processed documents from UO Forms A & B into OnBase and the retention of non-canonical reference copies on the UO Forms platforms for up to 2 years.

Mahnaz pointed out that the terms “Archiving” and “Archived” carry very specific meanings that are different from those used to describe the transfer and storage of documents for set retention periods.

We discussed the use of different terminology and status descriptions: “Stored”, “In OnBase”, and “Filed” variants were discussed. I mentioned the need for a term to which users would relate. The “In OnBase” suggestion elicited the observation that platform names, such as OnBase, can change. For the remainder of the meeting I tried out the term “Filed” in place of “Archived” … provisionally a top candidate in my mind.

Follow-up from Mahnaz:

**Archive**
To transfer records from the individual or office of creation to a repository authorized to appraise, preserve, and provide access to those records, such as UO’s University Archives. Distinct from its use by IT to describe the process of storing data offline.

**Archives**
Collections of records with ongoing (permanent) evidential value to the organization and society. Also, an organization that collects the records of individuals, families, or other organizations.

Kelly Gosset shared her screen to demonstrate a new OnBase query that will be used to access document sets in OnBase. Enough detail was provided to lay groundwork for more complete stakeholder UX sessions and testing to follow.

We briefly discussed our current development progress and I asked for volunteers to participate in UX testing. Catherine Bonomini-Smith, Alicia De Gonzalez, Renee Dorjahn, Shaymond Michelson, and Mahnaz Ghaznavi volunteered.

UX session to be scheduled individually – likely after our UO Forms > DuckDocs integration team meeting on Monday next week.

Open discussion:

**Joseph**: Exhortation to spread info regarding UO Forms to SAB members’ contacts … and collect available feedback from your departments/units

Alicia De Gonzalez: Access for those outside of the signing and processing workflow need work. CAS has a stop-gap method that involves manually CC’ing their “CAS Admin” role account and using that for saving reference copies local to their departments

Need for departmental access rather than just workflow participant access to support continuity planning.

- Follow-up with Alicia after the meeting: Top win = My HR Documents report across HR docTypes implemented on both Forms-A and Forms-B

Mahnaz: Questions regarding how “Public Records Act (PRA) requests (aka FOIA)” and “Litigation holds” will be managed – these were unanswered and are open questions for the OnBase team.