

HJR 2 ERM Work Group Findings and Recommendations (Preliminary)
(updated 1/27/14)

Finding #1: Any strategies for improving ERM need to be coordinated, effective, and implemented.

Recommendations:

- 1.1 Utilize a 3rd party consultant to assess enterprise ERM, analyze business needs, and develop strategic and tactical plans
- 1.2 Require joint approval of new information systems by records authority and DOA (2-6-214, MCA)
- 1.3 Create a statutory advisory council

Finding #2: Records management needs to be a higher priority.

Recommendations:

- 2.1 Require records management training of all public employees
- 2.2 Strengthen qualification req'ts of agency records custodians (2-6-213, MCA)
- 2.3 Create or empower position with compliance authority

Finding #3: Statutes for records management need to be clarified.

Recommendations:

- 3.1 Statutory revision TBD

Finding #4: Any ERM improvements need to be adequately funded.

Recommendations:

- 4.1 Funding strategies TBD

Finding #5: State and local records managers need more guidance.

Recommendations:

- 5.1 Improve web-based resources and increase training opportunities
- 5.2 Further adoption of rules, standards, guidelines

Finding #6: Montana needs a way to permanently archive electronic records both at agencies and at MHS

Recommendations:

- 6.1 Create a digital archives at MHS or contract with a vendor
- 6.2 Ensure agency ERM systems have permanent archiving capability

Finding #7: Montana needs to ensure that records management programs uphold the rights of Article II, Sections 8, 9, and 10 of the Montana Constitution

Recommendations:

TBD