



## Education and Local Government Interim Committee

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### 63rd Montana Legislature

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LAURA SANKEY, Staff Attorney  
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### HJR 2 Electronic Records Management (ERM) Work Group Agenda October 23, 2013 Room 317, State Capitol

- 1:30-1:45      Introductions--please introduce yourself, indicate who you are representing, and respond briefly to the following question:
- What do you see as the biggest issue or top priority for your organization or constituency regarding ERM?
- 1:45-2:30      HJR 2 and Work Group overview  
Pad McCracken, ELG staff  
Laura Sankey, ELG staff attorney  
Patti Borsberry, State Records Manager, SOS  
Jodie Foley, State Archivist, MHS  
Tammy LaVigne, Chief Intergovernmental Relations Officer, SITSD
- 2:30-3:15      Task #1--Information gathering from stakeholders (potentially every government employee and citizen of the state of MT!)
- 1) Report on SITSD agency survey
  - 2) Questions for the work group (may break into smaller groups)
    - a) For agencies: What, if any, additional questions need to be asked of agencies for the purposes of the work group, and who will take responsibility for disseminating those questions and reporting answers back to the work group on 11/20 and ELG on 12/2?
    - b) For local government representatives: What questions need to be asked of local governments (counties, cities, school districts, etc.) and who will take responsibility for disseminating those questions and reporting answers back to the work group on 11/20 and ELG on 12/2?
    - c) For the public: How might public input be incorporated into the report made back to ELG on 12/2?
- 3:15-4:00      Task #2--Examine states with exemplary ERM
- 1) Preliminary list of states and report on information gathered thus far--Patti and Jodie
  - 2) Questions for the work group (may break into smaller groups)
    - a) Are there additional states that should be examined?
    - b) What additional information should be gathered and who will take responsibility for gathering that information and reporting back to the work group on 11/20 and ELG on 12/2?
- 4:00              Finalization of information gathering: questions, assignments, timeline, and reporting; outline of next meeting agenda; adjourn