



Education and Local Government Interim Committee

63rd Montana Legislature

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HJR 2 Electronic Records Management (ERM) Work Group Agenda December 18, 2013 **Room 102**, State Capitol (times are approximate)

- 1:30-1:45 Welcome, update from ELG meeting, and introductions--please introduce yourself and indicate the agency or organization you are representing. If you have not previously attended a work group meeting, please respond briefly to the following question:
- What do you see as the biggest issue or top priority for your organization or constituency regarding ERM?
- 1:45-2:15 Examination of states with exemplary ERM
- Reports on information gathered
 - Work group discussion
- 2:15-3:15 Review of previous efforts--Pad McCracken
- "A Strategic Plan for Electronic Records management in Montana State Government" (SOS and MHS--2004)
 - "Montana Electronic Records Initiative Strategic Plan 2008-2016" (2008)
 - Work group discussion/brainstorm: What recommendations do we want to consider and investigate, and ultimately present to ELG in April?
- 3:15-3:45 Records management statute review
- Statutes identified as warranting examination
 - Work group discussion: What other provisions should we examine?
- 3:45-4:00 Wrap-up; next work group meeting January TBD; adjourn

From HJR 2:

WHEREAS, Montana state government lacks enterprisewide policy, planning, and resources to properly archive, maintain, and access state and local government electronic records; and

WHEREAS, this lack of a framework for managing state and local government electronic records puts entities at risk of being unable to provide evidence to support the rule of law, support the accountability of government administration, detail interactions between the people of Montana and their government, and document the history and culture of Montana.

[An appropriate interim committee is designated to]:

(1) identify and examine strategies for identifying, classifying, managing, and preserving electronic records that have value;