

HJR 2 ERM Work Group Plan (revised 10/3/13)

ELG staff will coordinate monthly meetings of any/all interested parties, including but not limited to:

- Office of the Secretary of State
- State CIO
- MHS/State Archivist
- State and Local Government Records Committees
- Agency representatives
- Attorney General's Office
- Governor's Office
- Local gov't representatives (county, city, school)
- Montana State Library
- State Auditor's Office
- Judicial Branch
- Legislative Audit Division

Staff will post work group meeting notices and materials to ELG website.

HJR 2 ERM Work Group Task and Reporting Timeline (subject to change)

October – November, 2013	SITSD survey of agencies' current ERM systems, requirements, and unique business needs; Work Group gathers information on additional user (agencies, local gov'ts) ERM needs and examines states with exemplary ERM
December 2, 2013 (ELG)	Work Group reports to ELG with analysis of above information; SITSD reports to ELG on survey and RFI status
December, 2013 – January, 2014	SITSD analyzes responses to RFI and prepares report; Work Group reviews statutory governance structure and compliance authority related to records management generally and ERM specifically and identifies any recommended changes
January 30-31, 2014 (ELG)	SITSD reports to ELG with results of RFI; Work Group reports on statute review
February – March, 2014	Work Group reviews RFI report and evaluates options for improved ERM, including cost-analysis and funding alternatives; prepares final report
April 4, 2014 (ELG)	Work Group final report to ELG including recommendations for committee consideration
June 16-17, 2014 (ELG)	Work Group members present for ELG discussion of legislative options