

## Proposed additions/amendments to HJR 2 Work Group Findings and Recommendations

Compiled for the HJR 2 Work Group by Pad McCracken, LSD Research Analyst  
March 13, 2014

### **From Tammy LaVigne:**

(New rec under Finding #1)

**The state should seek an enterprise technological solution for ERM, and when implemented, executive branch agencies should utilize the enterprise solution, unless there is a compelling technical and/or business case to implement an alternate solution.** In order to achieve economies of scale, maximize efficiency, and minimize unwarranted duplication, electronic records management technology systems and data management applications should be selected, implemented and managed in a coordinated manner at the enterprise level through collaboration between Information Technology and Records Management communities. An enterprise solution can satisfy the majority of agency needs for ERM and provide the greatest return on investment.

### **From Jeff Sillick:**

(Amend Finding #1)

Finding #1: Improving ERM needs to be viewed as a long-term effort, and strategies for improving ERM need to utilize technology and Records Management best practices, and be coordinated, effective, implemented and sustained with collaboration between the IT and RM communities .

(Amend Rec 1.3)

1.3 Create a statutory Records and Information Management Advisory Council (RIMAC) that must be consulted in any/all matters related to state records management programs (development of rules, standards, and guidelines; strategic planning; ~~ete:~~ acquisition of ERM systems)

### **From Joyce Wittenberg:**

(Amend Rec 1.3)

Create a statutory Records and Information Management Advisory Council (RIMAC) that must be consulted in any/all matters related to ~~state~~ statewide records management ~~programs~~ (development of rules, standards, guidelines; strategic planning; etc.).

(New rec under Finding #5)

**The Legislature should appropriate sufficient funding to the SOS to increase training opportunities and professional development for the State Records Manager and other employees of the Records and Information Management Division.** Technology and best practices for records management are constantly changing. In order to provide guidance and leadership for state and local government, the State Records Manager and the Records and Information Management Division in the Office of the Secretary of State require more resources, including increased opportunity for professional development and training.

**From Patti Borsberry:**

(Amend Rec 1.1)

1.1 The Legislature should appropriate sufficient funding to the Secretary of State for the purpose of the Secretary of State, in consultation with the Records and Information Management Advisory Council (see Rec 1.3), utilizing a 3rd party consultant to assess ~~enterprise~~ ERM and develop mission-critical and business-driven strategic and tactical plans for the executive branch.

(Amend Rec 1.2)

1.2 Require joint approval of all acquisitions of executive agency records management equipment or systems by SOS and DOA (2-6-214 (2), MCA)

(Amend Rec 2.3)

2.3 Make ~~agency directors~~ department heads responsible for agency RM (2-6-213, MCA)

(Amend Rec 2.5)

2.5 Add RM project requirements to agency IT strategic planning (2-17-524(e), MCA)

(Amend Rec 4.2)

~~4.2 The executive planning process should place greater emphasis on records management.~~  
Agencies should emphasize records management through the budget planning process.

(Amend Rec 5.1)

5.1b The Legislature should appropriate sufficient funding to the Secretary of State for the purpose of ~~improving~~ collaborating with DOA, MHS and RIMAC to improve web-based resources and ~~increasing~~ to increase training opportunities for RM.

**From the funding subgroup:**

(New rec under Finding # 4)

**The Legislature should realize that improvements to ERM at the state and local level will have initial and ongoing costs.** It is difficult to know the solutions that will emerge from current efforts to address ERM. Regardless, agencies and local governments are at different states of preparedness to utilize solutions. All will require planning and transition resources. Systems, enterprise or otherwise, will require initial investments in purchasing and configuration costs and ongoing spending for staff resources, licensing, maintenance, and storage. Efficiencies will be gained and access improved, but not without cost.