

	AZ (Jodie)	MN (Pad)	NC (Patti)	NY (Patti)	UT (Tammy)	WA (Jodie)
Contact person	Menlanie Sturgeon, State Archivist	Shawn Rounds, State Archivist	Kelly Eubank, Digital Services Section Head	Geof Huth, Director, Gov't Records Services  Falls under Education Dept; Cultural Education		June Timmons, Digital Archives
What spurred the efforts to improve ERM?	State Archives was receiving records in formats they could not preserve. Agency demands.			Business needs drove changes	Recruited for State Archivist with a focus on electronic information management	Secretary of State held statutory responsibility for preservation and sought creation of digital repository to do so.
What specific changes contributed to improved ERM in your state?	Improvement of standards and education on those standards.		<a href="#">Statute for Public Records</a>  Follow 10 yr. rule. Must submit ERM Policy to Archives to address long-term retention/preservation (migration plan for Business Unit and IT authorization)	<a href="#">Law for Records</a>  <a href="#">Local Gov't Record Law and Regulations for Records</a>  Created/Hired digital skills set in Personnel. Created Di		SOS/State Archives worked to improve statute to clarify responsibilities of state agencies to preserve and provide access to eRecords. See <a href="#">WAC 434-662</a>
Enterprise ERM System? If yes, what system? If enterprise system, are agencies required to use? If enterprise system, can local governments use? If enterprise system, please describe implementation process.	No, but working towards funding for PeDALS system, with exemption for agencies that meet standards		No. Each agency allowed to procure own.	No. Each agency allowed to procure own. Must turn in inventory of systems and migration plans.	No. Agencies have developed systems/large investment prevents central system. Bill passed recently to create a portal for online access to records which may lead to more integrated systems.	Not at present. They have the preservation piece in place with a digital archives, but the full RM piece is not in place. Are working with Oregon on cooperative effort using modified/customized HP TRIM system.
Does your state provide support to local governments pertaining to ERM? If so, please describe.	Yes, in terms of education and physical storage now, when PeDALS implemented will provide e-storage and access..	Commissioner of Dept. of Administration is allowed to provide training, technical assistance, and model policies for state and local government.		Yes. Laws, Rules, Grants, Retention Schedules, Disaster Assistance, Preservation (eData Storage), Training.  <a href="#">ERM Consultants List</a>  <a href="#">Publication 81-Historical Records and the Local Gov't Historian</a>  <a href="#">Local Gov't Records Mgmt Improvement Fund</a>		Yes, required by statute to provide standards, education, and storage options as needed. On the preservation side, LG currently house and gain access to archival records via digital repository. LG will also be part of the HP TRIM based cooperative effort.

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How is ERM funded in your state?	Seeking permanent budget line item.			State: (Also, SRC operates per fee based services).  Local: Funded by \$5 filing fee at C&R or Courts. This \$ funds a grant program. See <a href="#">Local Gov't RM Improvement Fund Grants Guide</a>	General Fund. ERM is very expensive/funding is not sufficient. Referenced WA who is funded through a county filing fee	General Fund established and maintains the Digital Archive, sustained in part via \$1 filing fee. Also have a fee structure for services and storage.
What benefits has your state realized from improved ERM?	Standards have improved agency/legislative understanding of issues regarding eRecords			Training/guiding agencies on specific ERM areas of address (ie. Preservation, inventory).		Digital Archives serves state and local agencies via one portal—improved access and allows agencies to still have revenue flow. Standards are improved. Secure, integrity maintained, redundancies in place, and so far self-sustaining. Working to sell service to other states.
Has your state conducted a cost-benefit analysis as part of ERM efforts? If so, where can it be found?	Not an official, full study, but have done surveys to determine size and extent of e-Records.			No. Falls under no compliance....no way to measure.	<a href="#">Links to Business Case documents</a>	See technical documents at <a href="#">WA Digital Archives</a>
Do you have any advice/lessons learned for a state exploring ways to improve ERM?	Take the time needed to educate yourself, your staff and your stake holders about the importance of dealing with eRecords now. Set standards!			Start small. It comes together.		Do your standards, best practices and functionality review first to build base, then look to implement a system—especially related to digital archives. Educate, educate, educate!
Did your state conduct a 3 <sup>rd</sup> party statewide/enterprise assessment? Is it available? How was it funded? Who conducted it?				None known by contact.		
Website with guidelines and resources?		<a href="#">ERM Guidelines</a>			<a href="#">Records Management Services</a>	