

# STATE OF MONTANA

## ELECTRONIC RECORDS

## MANAGEMENT

EDUCATION AND LOCAL GOVERNMENT  
INTERIM COMMITTEE STUDY – HJR 2  
SEPTEMBER 24, 2013

# HJR 2

- House Joint Resolution 2:
  - INVESTIGATE ELECTRONIC RECORDS MANAGEMENT (ERM) BY STATE AND LOCAL GOVERNMENT
  - REQUIRING THAT THE FINAL RESULTS OF THE STUDY BE REPORTED TO THE 64TH LEGISLATURE

# PREVIOUS EFFORTS

- *Select Committee on Efficiency in Government*
  - Subcommittee on Technology (2011-2012)
- *Montana Electronic Records Initiative*
  - eRIM Steering Committee (2007-2008)
- *Strategic Plan for eRIM in Montana*
  - Grant-funded Consultant (2004)

***Montana Electronic Records Initiative***  
**Strategic Plan**  
2008 ~ 2016

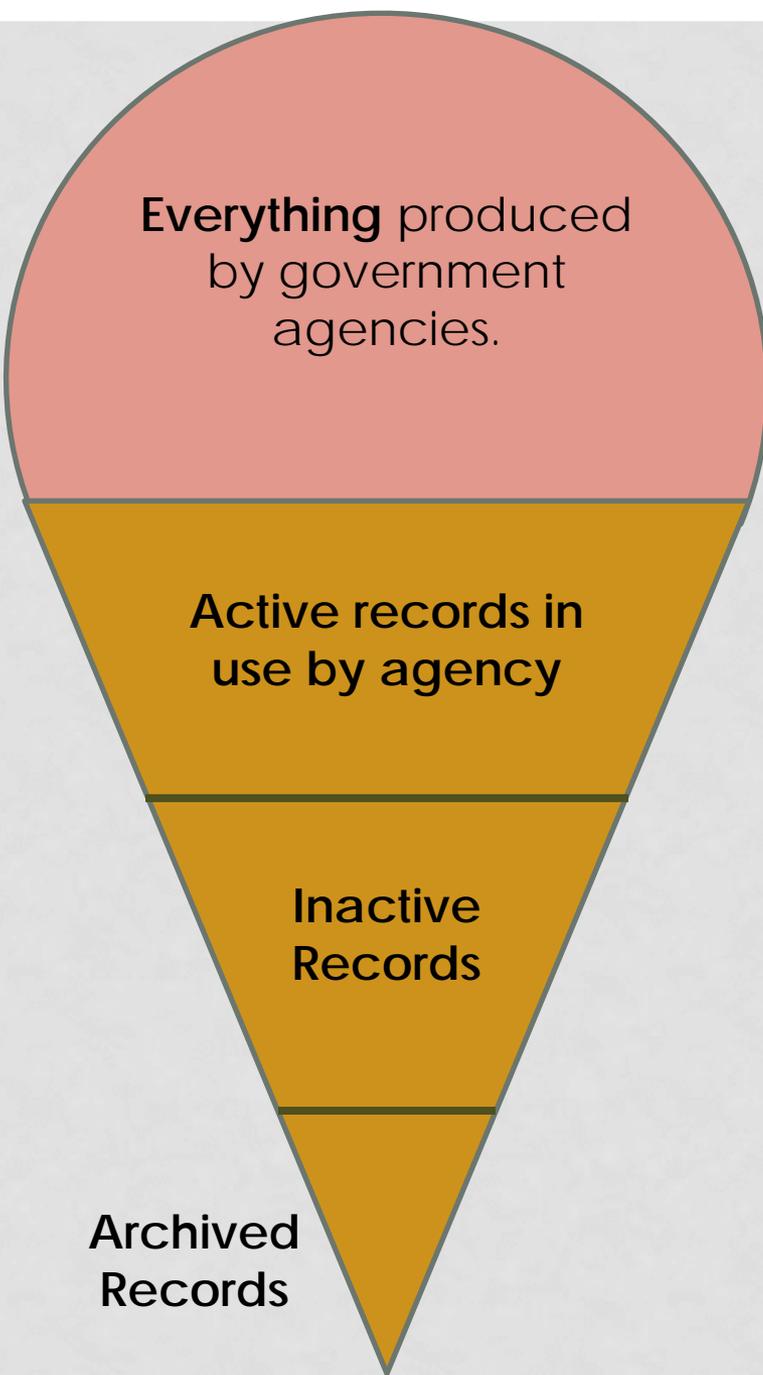
**Electronic Records and Information Management**  
for the  
State of Montana



# ELECTRONIC RECORDS MANAGEMENT (ERM)

- the application of records management principles to electronic records.
- the management of records using electronic systems to apply records management principles.





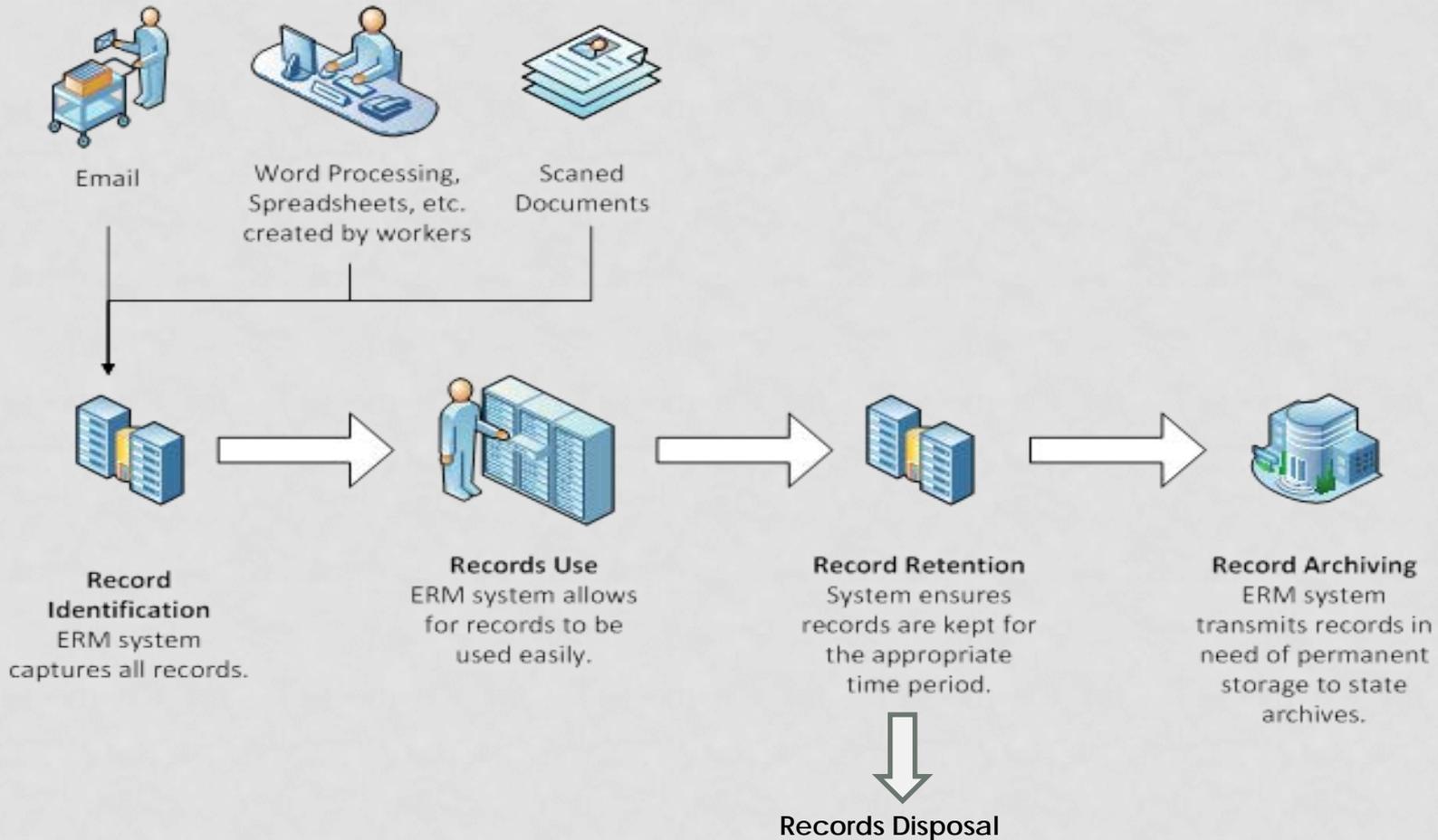
**Public Records** as determined by statutes; documents, audio or video, lab samples, artifacts, etc.

**Active Records** with oversight from statutes, Records Committees, agency policy, individual users (why policy and training are crucial!)

**Inactive Records** that warrant further retention per Retention Schedule

**Long-term or Permanent Records** of enduring operational or historic value per Retention Schedule

# ELECTRONIC RECORDS WORKFLOW



# ROLES AND RESPONSIBILITIES

- **Agencies** are responsible for the administration of its records management function (full lifecycle).
- **Secretary of State** powers and duties are to establish guidelines for the proper management and safeguarding of public records.
- **Department of Administration** has responsibility for developing standards for technological compatibility for state agencies for records management equipment or systems used to electronically capture, store, or retrieve public records.
- **State Archives** has responsibility for defining, preserving and providing access to records of historical importance.

# ELEMENTS FOR ELECTRONIC RECORDS MANAGEMENT

- Identification
- Classification
- Integrity
- Access
- Security
- Copy Reductions
- Disposal/Deletion
- Retention
- Historic Transfers
- Preservation

# RATIONALE FOR ELECTRONIC RECORDS MANAGEMENT

- Open Government
- Right to Participate
- Right to Privacy
- Continuity of Business
- Efficiency in Government
- Discovery/Litigation
- Auditing
- Montana History and Cultural Significance

# STRATEGIES FOR ELECTRONIC RECORDS MANAGEMENT

- Collaborate
- Model Other Exemplary States
- Utilize Previous Efforts
- Identify Solutions and Tools
- Identify Current State of Affairs
- Explore Funding
- Review Statutes and Rules
- Educate

# QUESTIONS AND ANSWERS



# THANK YOU!



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