

HOUSE BILL NO. 66

INTRODUCED BY K. SWANSON

BY REQUEST OF THE SECRETARY OF STATE

A BILL FOR AN ACT ENTITLED: "AN ACT CLARIFYING THAT THE STATE RECORDS COMMITTEE IS ADMINISTERED BY THE SECRETARY OF STATE; PROVIDING THAT THE SECRETARY OF STATE'S REPRESENTATIVE IS THE PRESIDING OFFICER; PROVIDING RULEMAKING AUTHORITY; PROVIDING RULEMAKING AUTHORITY; AND AMENDING SECTIONS 2-6-203 AND SECTION SECTIONS 2-6-203 AND 2-15-1013, MCA."

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

~~Section 1.~~ Section 2-6-203, MCA, is amended to read:

~~"2-6-203. Secretary of state's powers and duties -- rulemaking authority.~~ (1) In order to insure ensure the proper management and safeguarding of public records, the secretary of state shall undertake the following:

~~(a) establish guidelines for inventorying, cataloging, retaining, and transferring all public records of state agencies;~~

~~(b) review and analyze all state agency filing systems and procedures and approve filing system equipment requests;~~

~~(c) establish and operate the state records center, as authorized by appropriation, for the purpose of storing and servicing public records not retained in office space;~~

~~(d) gather and disseminate information on all phases of records management, including current practices, methods, procedures, and devices for the efficient and economical management of records;~~

~~(e) operate a central microfilm unit which that will microfilm, on a cost recovery basis, all records approved for filming by the office of origin and the secretary of state; and~~

~~(f) approve microfilming projects and microfilm equipment purchases undertaken by all state agencies; and~~

~~(g) adopt rules regarding the management of public records.~~

~~(2) Upon request, the secretary of state shall assist and advise in the establishment of records~~



1 management procedures in the legislative and judicial branches of state government and shall, as required by
 2 them, provide services similar to those available to the executive branch."

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 9 agencies;

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 11 equipment requests;

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 13 storing and servicing public records not retained in office space;

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 15 practices, methods, procedures, and devices for the efficient and economical management of records;

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18 (f) approve microfilming projects and microfilm equipment purchases undertaken by all state agencies;
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20 (g) adopt rules regarding management of public records.

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 22 management procedures in the legislative and judicial branches of state government and shall, as required by
 23 them, provide services similar to those available to the executive branch."

24

25 **Section 2.** Section 2-15-1013, MCA, is amended to read:

26 **"2-15-1013. Records committee -- composition and meetings.** (1) There is a committee to be known
 27 as the state records committee composed of representatives of:

28 (a) the department of administration;

29 (b) the legislative auditor;

30 (c) the attorney general;

1 (d) the secretary of state; and

2 (e) the Montana historical society.

3 (2) The representatives are to be designated by the head of the respective agencies, and their
4 appointments ~~shall~~ must be submitted in writing to the secretary of state.

5 (3) The committee shall meet at least quarterly.

6 (4) Committee members shall serve without additional salary but are entitled to reimbursement for travel
7 expense incurred while engaged in committee activities as provided for in 2-18-501 through 2-18-503. ~~Such~~
8 ~~expenses shall~~ Expenses must be paid from the appropriations made for operation of their respective agencies.

9 (5) The state records committee is administered by the secretary of state, and the secretary of state's
10 representative serves as the presiding officer for the committee."

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12 NEW SECTION. Section 3. Directions to code commissioner. Section 2-15-1013 is intended to be
13 renumbered and codified as an integral part of Title 2, chapter 6, part 2.

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