Education and Local Government Interim Committee

63rd Montana Legislature

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HJR 2 Electronic Records Management (ERM) Work Group Agenda
February 19, 2014   **Room 137**, State Capitol
(times are approximate)

1:30-1:45   Welcome, update from ELG meeting, introductions

1:45-2:15   SITSD Report on RFI--Miranda Keaster, Project Manager, SITSD
- Discussion, questions
- How do SITSD efforts dovetail with HJR 2 and possible work group recommendations?

2:15-2:45   Review "Findings and Recommendations" document
- What other specific problems need to be addressed?
- What are other possible solutions to identified problems?
- Is language clear and concise? Are rec's actionable and assignable?

2:45-3:15   Update from statute, rule, policy review subgroup
- Do preliminary recommendations reflect work group consensus?

3:15-3:45   Update from funding subgroup
- Are there other funding mechanisms or methods of providing cost-benefit analysis?

3:45-4:00   Wrap-up; next (final?!?!) work group meeting March 19; ELG meets April 11; adjourn
- Review HJR 2 language below; are we addressing assigned tasks?

From HJR 2:

[An appropriate interim committee is designated to]:
(1) identify and examine strategies for identifying, classifying, managing, and preserving electronic records that have value;
(2) examine the costs and benefits associated with the strategies;
(3) identify funding sources or mechanisms to evaluate long-term governance structures for governing electronic records management;
(4) identify and evaluate the methods and means for improving access to state government electronic records, including alternative formats specifically addressing retention of state e-mail records;
(5) examine public-private partnerships that increase awareness of public records management and access; and
(6) develop educational strategies to provide awareness of electronic records management processes inside and outside of government.