

HJR 2 ERM Work Group Meeting Summary for 1/22/14
prepared for the Education and Local Government Interim Committee by Pad McCracken, Research Analyst
February 2013

Attendees:

Jim Kammerer	Montana State Library
Patti Borsberry	Office of the Secretary of State
Jodie Foley	Montana Historical Society
Tammy LaVigne	Department of Administration
Pad McCracken	Legislative Services
Laura Sankey	Legislative Services
Shantil Siaperas	MACo
Bob Vogel	MTSBA
Margaret Kauska	Department of Revenue
Cheri Bergeron	Office of Public Instruction
Bev Marlow	Office of Public Instruction
Cynthia Dingman	Department of Environmental Quality
Joyce Wittenberg	Department of Environmental Quality
Deb Butler	Legislative Audit Division
Sonia Gavin	Legislative Services Division
Lucy Richards	DNRC
Jeff Sillick	MDT
John Tarr	Montana Lottery
Bonnie Ramey	Jefferson County/MACR
Denise Williams	MASBO
Marty Rehbein	Clerk, City of Missoula
Dan Maronick	J&H Inc.
Joe Briggs	Commissioner, Cascade Co.
Matt Davison	DIS Technologies
Rep. Jean Price	
Rep. Don Jones	

The meeting was held in Room 102 of the Montana State Capitol and began at 1:30 PM. The meeting was audio and video recorded and streamed. The audio recording is available [here](#) and the video recording [here](#).

The meeting began by participants introducing themselves; participants who did not attend previous work group meetings were invited to share the biggest issue or top priority for their organization related to ERM.

A panel of local government representatives shared their perspectives on electronic records management, including unique challenges and recommendations. Marty Rehbein, City Clerk for the City of Missoula, began and emphasized that local government subdivisions do not all file the same and that solutions need to be scalable from the largest cities and counties to the smallest. She raised specific concerns with current law dealing with local government record destruction request processes and an administrative rule requiring paper or microfilm copies of electronically stored long-term documents. Marty also emphasized the importance of funding, training, and guidance.

Cascade County Commissioner Joe Briggs and Jefferson County Clerk Bonnie Ramey spoke on unique situations for counties, but began by noting that counties shared many of the same concerns that Marty discussed. Commissioner Briggs noted the changing dynamic in fee structures when what used to be

documents copied and exchanged across a desk has become documents accessed via the internet. Bonnie spoke about the natural turnover that occurs with elected officials and how procedures change frequently resulting in challenges in educating about the importance of records; she also mentioned that the numerous small boards in a county often have little or no knowledge about records management.

Denise Williams from the Montana Association of School Business Officials (MASBO) talked about issues of space in schools and how the microfilm requirements exacerbate that situation. She also talked about the numerous pressing demands on school IT and business offices that increase the challenge of effective records management. Denise also recommended more education and training for records management best practices.

Matt Davison of DIS Technologies (Billings) provided a vendor's perspective and mentioned the wide variety he sees in local governments' abilities to manage records, emphasizing both funding and skillset differences. He described how systems designed by entities may work fine in the short run, but are often dependent on the original programmer, rendering those systems eventually obsolete and jeopardizing records.

The presentation was interspersed and followed by questions and discussion among participants. Topics included the requirement for microfilm and process for amending administrative rule, the role that the adoption of common standards might play as part of a solution, and the changing expectations of access in the internet age. Bob Vogel of MTSBA also suggested that the work group might need to start prioritizing recommendations as the effort to improve electronic records management will likely take a number of years.

Staff Attorney Laura Sankey presented a working document with preliminary findings of the statute review sub-group which has been meeting. Work group members offered input on several items and generally agreed that any clarifications that could be made in statute would help lessen confusion related to records management. The provisions identified during the local government presentation were added to the document.

Staff Pad McCracken briefly went over a restructured "platter" document that the work group had drafted previously. He explained that the "platter" was getting full and that eventually would need to be structured as "findings and recommendations". Work group members suggested a few minor changes. Pad also solicited volunteers to meet as a sub-group to look at funding strategies and discuss how any cost-benefit analyses might be accomplished.

The meeting adjourned at 4:05 PM.