

**Operations Addendum to 2018/19 IT Plan
Information Technology Planning Council
February 22, 2018**

Legislative Communications Office Integration with Information Technology

Each work section within the Legislative Communications Office exists to provide website, publications, audio/video, and reference center services to the Legislative Branch. By combining these services with the information technology staff to form the Office of Legislative Information Services (OLIS), there is now more opportunity to provide even higher quality support to the branch. The following communications services are now part of the OLIS, and the major initiatives each is working on are listed below.

Legislative Reference Center

Provide research and reference center services to Legislative Branch employees and legislators.

Major Initiatives:

- Update the current records management system
- Improved management and accessibility of the digital collection
- Processing research and legislative histories requests

Publications

Statutorily-required session and ancillary legal publications that the Legislative Services Division creates are formatted to be print-ready, then distributed in a variety of formats.

Major Initiatives:

- Integration with the session systems replacement applications and successful publication of the 2016 Annotations, the 2017 MCA, 2017 Session Laws, 2017 History and Final Status, 2017 Legislative Review, and the Special Session publication
- Subscriptions management and distribution
- Improvement of the subscription management database
- Improvement of the subscription process overall

Audio and Video Services

Provide audio and video broadcast and recording services of all session and interim legislative committees to the Legislative Branch for the recording of audio minutes, and making legislative and other state proceedings accessible to the public.

Major Initiatives:

- Implementation of the TVMT strategic plan – developed with Montana PBS (see attached)
- Integrate the audio and video equipment and processes with the existing information technology services
- Ensure contract with the most-qualified vendor to provide audio and video streaming services

Website Design Services

Design and manage the website to assure it is visually pleasing, has an efficient user interface, and contains the content needed by the public, legislators, and staff.

Major Initiatives:

- Website redesign project – designing the navigation, look and feel, and overall aesthetic of the updated site
- Maintenance of the current website