

HJR 2 ERM Work Group Meeting Summary for 10/23/13
prepared for the Education and Local Government Interim Committee by Pad McCracken, Research Analyst
December 2013

Attendees:

Jim Kammerer	Montana State Library
Patti Borsberry	Office of the Secretary of State
Kathy Bramer	Office of the Secretary of State
Jodie Foley	Montana Historical Society
Tammy LaVigne	Department of Administration
Amy Sassano	Office of Budget and Program Planning
Pad McCracken	Legislative Services
Laura Sankey	Legislative Services
Cheryl Grey	Department of Administration
Miranda Keaster	Department of Administration
Anita Bangert	Department of Administration
Audrey Hinman	Department of Administration
Glynis Gibson	State Auditor's Office
Lisa Mader	Montana Supreme Court
Tammy Peterson	Montana Supreme Court
Shantil Siaperas	MACo
Denise Ulberg	MASBO
Bob Vogel	MTSBA
Kris Stockton	Board of Public Education
Margaret Kauska	Department of Revenue
Cheri Bergeron	Office of Public Instruction
Bev Marlow	Office of Public Instruction
Mandi Hinman	Public Service Commission
Cynthia Dingman	Department of Environmental Quality
Deb Butler	Legislative Audit Division
Elaine Taylor	Capitol Strategies
Bill Warden	Capitol Strategies
Kevin Nelson	Billings, self
Marty Rehbein	Missoula City Clerk

The meeting was held in Room 317 of the Montana State Capitol and began at 1:30 PM. The meeting was audio recorded and streamed, and the recording is available [here](#).

The meeting began with opening remarks from Ron Baldwin, State CIO; Bruce Whittenberg, Director of the Montana Historical Society; and Linda McCulloch, Secretary of State. The remarks expressed appreciation for work group participants and stressed the importance of the topic.

Work group participants then introduced themselves and stated the agency or organization they represent. All participants were asked to answer the following question: What do you see as the biggest issue or top priority for your organization or constituency regarding ERM? Some of the recurrent themes included:

- The importance of **education and training** about records management for all public employees
- Questions about **email**
- The need for improved **access** to records and better **searchability**
- Concerns about **security** and **confidentiality**
- Issues with **space** and **storage**

- The need for agency/entity/program **collaborative work flow** and **cost** to be considered as part of any solution
- Concerns about **migrating** electronic records as formats change
- The need for **resources** in order to place higher priority on records management

Kevin Nelson of Billings, representing himself, emphasized the Montana Constitution principles of Right to Know and Right of Participation. He expressed concern that meeting minutes of executive sessions of “some government entities” are not being kept, and specifically referenced the settlement of a dispute between the City of Billings and MMIA that took place “behind closed doors”. He requested that state law regarding executive sessions and open meetings be reviewed and that minutes for all public meetings, including executive sessions, be recorded and made available to the public.

Kathy Bramer, Chief Deputy in the Office of the Secretary of State, acknowledged that this topic has been studied previously and encouraged the work group to lead this effort and not accept the way things have been done previously, ending her remarks with “Be bold, be specific, and good luck!”

Pad McCracken, ELG staff, reviewed the structure of the work group and ELG-approved [work group plan](#) and timeline and clarified the coordinated efforts between the work group to investigate strategies for improved ERM and the State CIO’s survey of agencies and local governments regarding needs in advance of issuing an RFI related to ERM system solutions.

Laura Sankey, ELG staff attorney, presented the [legal framework of records management](#), a similar presentation to the one made to ELG on September 24, 2013.

Patti Borsberry, State Records Manager in the Office of the Secretary of State, presented a [handout](#) of elements, rationale, and strategies summarizing a presentation made to ELG on September 24, 2013 and also mentioned the previous strategic planning efforts related to ERM in 2004 and 2008.

Jodie Foley, State Archivist at the Montana Historical Society, shared the perspective of MHS and the goal of preserving historically significant records and providing access

Tammy LaVigne, Chief Intergovernmental Relations Officer at SITSD, emphasized the goals of coming together to identify and implement the most cost-effective strategy for managing electronic records throughout state government.

Miranda Keaster from the Project Management Office at SITSD described her office’s project to survey state agencies and local governments regarding their requirements related to ERM in advance of releasing an RFI to solicit information from vendors regarding possible solutions. Work group participants provided additional information about agency and local government contacts.

Members of the work group then split into two groups—one for local government representatives and the other for state agencies—to work on revising questions for a survey to be distributed to state and local government in order to gather a snapshot of the current state of affairs related to ERM. Upon reconvening, there were many suggestions and much discussion on how to improve and administer the survey. (Work group feedback was incorporated as much as possible and the survey was distributed beginning October 25, 2013; a [summary](#) of survey results is available.)

The meeting adjourned at 4:00 PM.