



## Education and Local Government Interim Committee

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### 63rd Montana Legislature

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### HJR 2 Electronic Records Management (ERM) Work Group Agenda

January 22, 2014 **Room 102**, State Capitol  
(times are approximate)

- 1:30-1:45 Welcome, update from ELG meeting, and introductions--please introduce yourself and indicate the agency or organization you are representing. If you have not previously attended a work group meeting, please respond briefly to the following question:
- What do you see as the biggest issue or top priority for your organization or constituency regarding ERM?
- 1:45-2:45 Local government perspectives panel
- 2:45-3:15 Update from statute, rule, policy review group
- Identified areas and problem/issue statements
- 3:15-3:45 Back to the "platter"
- What other specific problems need to be addressed?
  - What are other possible solutions to identified problems?
  - Change structure to findings and recommendations?
- 3:45-4:00 Wrap-up; next work group meeting February 19; ELG meets February 3-4; adjourn
- Review HJR 2 language below; proposal to form small group to explore funding sources and cost-benefit analysis

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.