

Possible recommendations to present to ELG for improving ERM

How can more guidance be provided to state and local records managers?

- Improved website resources
- Further adoption of rules, standards, guidelines

How can Montana ensure permanent preservation of electronic records?

- Create a digital repository

How can Montana ensure that strategies to improve ERM are coordinated, effective, and implemented?

- 3rd party consultant to assess enterprise ERM, analyze business needs, and develop strategic and tactical plans
- Require joint approval of new information systems by records authority and DOA (2-6-214, MCA)

How will Montana ensure that RM is prioritized at all levels?

- Prioritize records management education and training
- Strengthen qualification req'ts of agency records custodians (2-6-13, MCA)
 - Create or empower position with compliance authority

How will ERM improvements be funded?

- Funding mechanisms TBD
- Seek specific grants and public-private partnerships to leverage state investments

How can statutes be revised to increase clarity?

- Statutory revision TBD

Survey responses to question about problematic statute, rule, policy, standards, etc.

- The numerous definitions add confusion and records statutes are generally confusing
- Concerns about email (When is it a record? Does including email in the definitions mean needing to add IM, text, voice, skype, etc)
- E-signatures (Are current statutes satisfactory?)
- Microfilm requirements and allowable formats (With greater digitization, can more formats than microfilm be allowable in rule?)
- No compliance authority (What is the role of LAD? What are the current consequences for non-compliance?)
- Is current governance structure adequate? Should authority be strengthened, shared, by committee?
- Can procedures related to disposal requests and delegated authority be streamlined?