

	AZ (Jodie)	MN (Pad)	NC (Patti)	NY (Patti)	UT (Tammy)	WA (Jodie)
Contact person	Menlanie Sturgeon, State Archivist	Shawn Rounds, State Archivist	Kelly Eubank, Digital Services Section Head	Jeff Huth, Director, Gov't Records Services		June Timmons, Digital Archives
What spurred the efforts to improve ERM?	State Archives was receiving records in formats they could not preserve. Agency demands.				Recruited for State Archivist with a focus on electronic information management	Secretary of State held statutory responsibility for preservation and sought creation of digital repository to do so.
What specific changes contributed to improved ERM in your state?	Improvement of standards and education on those standards.		Statute for Public Records Follow 10 yr. rule. Must submit ERM Policy to Archives to address long-term retention/preservation (migration plan for Business Unit and IT authorization)			SOS/State Archives worked to improve statute to clarify responsibilities of state agencies to preserve and provide access to eRecords. See WAC 434-662.
How would you describe the governance structure and compliance authority for ERM in your state?	Secretary of State/State Archives has standards making authority. Agencies records management can be surveyed.	15.17 Official Records places responsibility for the general management of official records of all formats with “the chief administrative officer of each public agency.” 138.17 Government Records: Administration creates a Records Disposition Panel with the disposition and preservation authority for government records. Chapter 13 Government Data Practices establishes Commissioner of Dept. of Administration as rulemaking and enforcement authority for access to government data and “responsible authorities” in state agencies and political subdivisions as custodians of data generated by their agency or subdivision. Willful violation of Chapter 13 is misdemeanor and just cause dismissal of public employee.	Have Records Management Analysts assigned to agencies (similar to SITSD Customer Relations Staff)	Statute for Government Records Local Gov't Records Law Follows Civil Practice Law and Rules, Penal Law (Courts), Legislative Law, Finance Law, Technology Law (e-signatures, security, privacy), Federal laws and regulations (i.e., HIPAA, Rules of Civil Procedures, Terrorism), etc. http://www.archives.ny.gov/a/records/mr_laws_state.shtml	There is a framework, however, not very effective. Utah relies on open records law and public records law as well as the Uniform Transactions Law.	Secretary of State has standards making authority. State Archives and RM exists within SOS—they create retention schedules. Legislation

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Enterprise ERM System? If yes, what system? If enterprise system, are agencies required to use? If enterprise system, can local governments use? If enterprise system, please describe implementation process.	No, but working towards funding for PeDALS system, with exemption for agencies that meet standards		No. Each agency allowed to procure own.		No. Agencies have developed systems/large investment prevents central system. Bill passed recently to create a portal for online access to records which may lead to more integrated systems.	Not at present. They have the preservation piece in place with a digital archives, but the full RM piece is not in place. Are working with Oregon on cooperative effort using modified/customized HP TRIM system.
Does your state provide support to local governments pertaining to ERM? If so, please describe.	Yes, in terms of education and physical storage now, when PeDALS implemented will provide e-storage and access..	Commissioner of Dept. of Administration is allowed to provide training, technical assistance, and model policies for state and local government.		Yes. Laws, Rules, Grants, Retention Schedules, Disaster Assistance, Preservation (eData Storage), Training. ERM Consultants List Publication 81-Historical Records and the Local Gov't Historian		Yes, required by statute to provide standards, education, and storage options as needed. On the preservation side, LG currently house and gain access to archival records via digital repository. LG will also be part of the HP TRIM based cooperative effort.
How is ERM funded in your state?	Seeking permanent budget line item.			State: (Also, SRC operates per fee based services). Local: Local Gov't RM Improvement Fund Grants Guide (fee based from County Clerks)	General Fund. ERM is very expensive/funding is not sufficient. Referenced WA who is funded through a county filing fee	General Fund established and maintains the Digital Archive, sustained in part via \$1 filing fee. Also have a fee structure for services and storage.
What benefits has your state realized from improved ERM?	Standards have improved agency/legislative understanding of issues regarding eRecords					Digital Archives serves state and local agencies via one portal—improved access and allows agencies to still have revenue flow. Standards are improved. Secure, integrity maintained, redundancies in place, and so far self-sustaining. Working to sell service to other states.
Has your state conducted a cost-benefit analysis as part of ERM efforts? If so, where can it be found?	Not an official, full study, but have done surveys to determine size and extent of e-Records.				Business Cases http://www.archives.utah.gov/recordsmanagement/erm/electronic-records-links.html	See digitalarchives.wa.gov Look for "about" tab.
Do you have any advice/lessons learned for a state exploring ways to improve ERM?	Take the time needed to educate yourself, your staff and your stake holders about the importance of dealing with eRecords now. Set standards!					Do your standards, best practices and functionality review first to build base, then look to implement a system—especially related to digital archives. Educate, educate, educate!