

Guidelines for the Executive Branch Agency Heads when Appointing Representatives to the State Records Committee

The State Records Committee suggests the following guidelines to assist the Executive Branch agency Heads in selecting their agency representative to the State Records Committee. The agency representative should be responsible for (or supervise staff who are responsible for) *some*, if not all, of the activities listed below. The intent of these guidelines is to ensure "the executive branch representatives provide a balance of perspectives from records management, information technology, and legal professionals." See [§2-6-1107\(5\), M.C.A.](#)

Records Manager:

- Inventory/survey agency records.
- Establish retention schedules.
- Ensure proper disposition of eligible records.
- Train and advise agency staff in records management practices.
- Respond to questions from the public regarding agency records.
- Participate in agency decisions regarding microfilming, imaging, storage and disposal.
- Organize and participate in Information Governance.
- Establish and maintain Information Management processes and procedures.
- Develop, document, and maintain Information Management processes and procedures.
- Establish an agency vision and implement a coordinated agency plan for Information Management.

IT Professional:

- Responsible for deploying, operating, and maintaining computers and application(s) while ensuring there is a records management solution that is secure, has proper scale, and is reliable.

Legal Professional:

- Legal responsibility to monitor aspects of records management to ensure the agency/division is closely following relevant regulations and guidelines.