



**State of Montana
State Records Committee Meeting
Minutes**

**May 6, 2015 at 2:00pm
RIM – 1320 Bozeman St**

Call to Order: 2:00pm

Welcome and Introductions:

- **Attendance:** Joe DeFilippis-SOS/RIM, Connie Rigney-SOS/RIM, Deborah Butler-Legislative Auditor, Jodie Foley-Historical Society, Michele Snowberger-DOJ, Tammy LaVigne-DOA/SITSD
- **Introduce New Members:** Welcome Michele Snowberger – DOJ, and Tammy LaVigne – DOA/SITSD
- **Roles and Responsibilities:** Joe stated that the additional members to the State Records Committee (SRC) duties and responsibilities do not come into effect until October 1st; these are found on pg. 12, new section 16 in the HB123 packet provided.

Discussion held.

Action Item: Joe with input from all SRC members will work on developing the roles that the new 8 members will require. SRC members will send to Joe by July 1st updated version on their roles as well as ideas for new members.

Joe will send out letters mid-July to the representing agencies to advise them of what the SRC is looking for from the person being assigned to the SRC.

By October 1st there will be 8 new member(s) appointed to the SRC.

Discussion held regarding the roles and responsibilities of the full Records Committee and sub-committee.



Old Business: Discussion was previously held regarding Electronic signatures for SRC members to simplify the routing of forms, disposals, etc. This would take the place of deadheading documents to one another.

Electronic signatures will be the source in routing to members in the following order: Connie Rigney-SOS, Deb Butler-Leg. Auditor, Michele Snowberger-DOJ, Tammy LaVigne-DOA/SITSD, Jodi Foley– Historical Society.

Action Item: These forms are completed and will be placed on the SOS/RIM website to begin the process. Forms should be up on the site by June 1st. Tammy stated she may make a resource available from ITSD to place forms on SharePoint.

New Business:

- House Bill 123-results of this bill and how it will affect the SRC in the future. Includes reporting to the Governor's office, and the Legislature biennially. Adding new members to the SRC (and creating roles and responsibilities for each) which will be effective as of October 1, 2015.
- DEQ-comments on GS3 – Joyce Wittenberg requested definitions and clarifications be added to website.

The SRC advised DEQ that SOS/RIM will have a Tool Kit on the SOS web site in June which will consist of training on RIM.

Action Item: Connie and Joe will look at all items within the website to verify all definitions are included; which will also be incorporated into the Tool Kit. SRC agreed to no changes.

- DEQ-comments on GS5 – Joyce Wittenberg recommended a change to Item 60: Collective Bargaining Agreements.

The SRC agreed to change:

- ~Distribution-Agency **from** "office 2 yrs" **to** "until superseded"
- ~Storage **from** "6yrs" **to** "0"
- ~Total in years **from** "8 after expired" **to** "until superseded"

- DEQ-comments on GS6 – Joyce Wittenberg requested changes to be made.

SITSD wrote GS6 for DOA SITSD. The SRC agreed to no changes.



Other Business / Member Updates / Committee Topics

- Delegated Authority is the agreement between SOS/RIM, SRC, and the qualifying Agency. Joe commented that SOS has not been marketing the delegated authority, but there are a couple agencies already on board at this point.

Joe stated that this will be marketed by sending out letters to all record custodians making them aware of that is now available to qualifying agencies.

- Electronic Imaging Guidelines (any revisions since 1996)

Joe provided Tammy the Electronic Imaging Standards and she will report back to our office with a possible replacement.

Action Item: Tammy will submit the Electronic Imaging Standards to ITSD for review, as they have the responsibility to approve any procurement. An overall updated copy will be submitted back to the committee.

Next Meeting

- September-2015 date will be given out later with location of meeting and agenda items.

Adjourned: 3:42pm