

STATE OF MONTANA

STATE RECORDS COMMITTEE MINUTES

MINUTES

JUNE 25, 2014

1:30 P.M.

CAPITAL ROOM 305

MEETING CALLED BY	Connie Rigney, Secretary of State-Records and Information Management
TYPE OF MEETING	State Records Committee Meeting
FACILITATOR	Connie Rigney, State Records Manager
NOTE TAKER	Connie Rigney
ATTENDEES	Greg Noose, Department of Justice-Motor Vehicle Division, Kyle Hilmer Department of DOA-SITSD, Connie Rigney, Secretary of State-Records and Information Management, Deborah Butler, Legislative Branch-Legislative Audit Division and Jodie Foley, Montana Historical Society-State Archives.

INTRODUCTION AND WELCOME:

Discussion:
Meeting was called to order at 1:30.
Approval of Minutes: Jodie mentioned type on page five, corrected. Motion to approve minutes by Jodie and seconded by Deborah. All approved.

OLD BUSINESS:

ITEM ONE: **REPORT ON OUTSTANDING ACTION ITEMS**

Discussion: RDDA DEQ CONCERNS AND SRC RESPONSE
<p>SRC discussed the RDDA. Several items where brought up. They are as listed.</p> <ul style="list-style-type: none"> • RDDA not posted to web site • Expecting agency to have an emergency action plan before being able to give authority to destroy. • Too hard, no one will qualify • Jodie tied to COOP planning • Deborah are we going to give them any examples for EAP? Might be doing it but don't know. • DEQ and MDT have good Records Plans in place and still do not qualify. • Agencies are responsible for their records; if we give them authority they are then responsible. • Question is they send disposals to the SRC and we approve and we do not require the entire list of requirements, so why are we asking for more than we

require for the disposals we approve already.

- Audit history, action plan, EPA plan, and Essential record planning all items we do not require for disposals.
- Connie we can put this out there but no one will qualify, I think we should discuss this at next meeting and make a decision.
- Why would we audit after the fact, make the agency do an update each year.
- Require to see would be a list of disposals they did and what did they transfer to the archives.
- The biggest benefit from doing the RDDA is giving the agency the responsibility
- When the ECM takes place, who is going to be responsible for reviewing all the records that will be ready to be disposed. At that time should look at audit checks
- Rolling out the RDDA is agencies that pass are the leaders that we can point to. So we want this to be hard to qualify for.
- When MDT did theirs they did not have any records that where destroyed that could not be. Patti removed their authority.
- Connie, should offer up to MDT and DEQ and see what they have and decide if we can approved based on what they can provide.
- Change language on the REAP maybe to essential records. Jodie we have obligation to put this out there.
- Deborah-should not have to do more than what it takes to get a disposal thru the committee now.
- Why do we need record audits, there is no reason. That is why when Deborah signs off she should be reviewing that part. She has only had one issue where records were not protected. The standing member of the SRC would know this. Should be on our list to look for.
- Approved retention schedule-why would we require an agency approved schedule, not everyone has one and they do not need one. Many use the General Schedule.
- Migration and preservation plan only required if they have an agency schedule or they are imaging. Not everyone has to do this. Agencies need to know that is not required, only if you have records that are digital and over ten years required for retention.

ACTION ITEMS	PERSON RESPONSIBLE	
Review the RDDA and look at all the requirements and decide if they are really all required . Go over language and add in clarifying language before putting on web-site.	SRC members	Next meeting

NEW BUSINESS:

ITEM ONE: STATES GENERAL RETENTION SCHEDULES-STANDING AGENDA ITEM

Discussion: The following list of schedules where discussed.
<ul style="list-style-type: none"> • State General Retention Schedules-Standing Agenda Item

- ✚ GS1-Item 9, 69,
 - 9 needs to be changed to have title include Fuel Card-was not discussed. Add to next meeting
 - 69 SRC declined to add to GS
- ✚ GS2-Item 24
 - 24 SRC declined to add to GS
- ✚ GS3 Items 12a, 12b, 13a, 13b, 41, 15, 15a, 42, 43, 44, 45a, 45b, 11a, 46
 - 12a Financial Reports Routine/Daily added to GS
 - 12b Financial Reports Cumulative/Executive/Legislative added to GS
 - 13a Operation Reports Routine/Daily add to GS
 - 13b Operation Reports Cumulative/Executive/Legislative
 - 41 Changed Title to read Disposition of Record of Surplus Property
 - 15 Changed Title to read Application for Licenses or Permits and Registration
 - 15a Denied, added to GS
 - 42 News Releases/Public Service Announcements (PSA) added to GS
 - 43/44 Case Management Files Non-Medical and MT Administrative Procedure Act, **both on hold** to next SRC meeting
 - 43 now Environmental Assessments, Impact Statements, Quality Statements, a with agency comments b without agency comments added to GS
 - 11a Standards and Procedures added to GS
 - **On hold** Organizational Charts next SRC meeting
- ✚ GS5-Item 44, 61, 62, 63,
 - 44 word "form" removed off series title
 - 61 Sick Leave Fund Direct Grants added to GS
 - 62 Sick Leave Contribution Forms added to GS
 - 63 Sick leave Request Forms Added to GS

✚ GS6-Item 9, 10, 11, 12

- 9 Security Plans and Reports added to GS
- 10 Service Orders-non project related, helpdesk, Telecoms added to GS
- 11 Network Performance Reports added to GS
- 12 Web Analytics added to GS
- **On hold** Network Disaster Recovery Tape, Next SRC meeting
- State General Retention Schedule 8 Licensing (note: GS3 item 9 Minutes 4yrs)
 - ✚ Items 14 and 15, Licensing Bd Minutes and Screening and Executive Minutes: 4 year retention with Microfilm and Archive as the disposition.
 - GS3-9b should be total years-Permanent
 - GS8-14 and 15 should be total Permanent
 - Also add Disposition to be Microfilm/Image/Offer to Archives

	PERSON RESPONSIBLE	
Update GS Schedules	Connie	Before next SRC

OTHER BUSINESS/MEMBER UPDATES/COMMITTEE TOPICS:

Discussion

NEXT MEETING:

OCT. 2014 1:30 -3:30 pm SOS Conference Room

ADJOURNMENT: Meeting was adjourned at 3:30 pm

Respectfully submitted,

Connie Rigney
Secretary of State-Records and Information Management