



CHRISTI JACOBSEN
MONTANA SECRETARY OF STATE



State Records Committee
Meeting Minutes/1st Quarter
Wednesday March 24th, 2021
Via Zoom
1:00 pm – 2:00 pm

Roll Call Results:

Committee members in attendance: Ray Dagnall-Secretary of State's Office, Pete Wiseman-Dept. of Administration, Deb Butler-Legislative Audit Div., Rich Aarstad-MT Historical Soc., Justin Stolp-Dept. of Justice, Audrey Hinman-State CIO's Office, Bowen Greenwood-Clerk of Supreme Ct., KarenDe Herman-Dept. of Natural Resources and Conservation, Danielle Hunter-Dept. of Health and Human Svcs

Committee members absent: Anita Milanovich-Governor's Office (**two non-members from the Governor's Office in attendance in proxy), Sundi West-Military Affairs, Evan Waters-Dept. of Livestock, Becky Dockter-Fish, Wildlife, and Parks (**1 non-member from FWP in attendance in proxy)

Non-members in attendance: Joyce Wittenberg, Guylaine Gelinis, Errolyn Lantz, Rebecca Cooper, April Sparks

Records management bills in the 2021 Legislative Session:

Chairperson Ray Dagnall discussed Senate Bill 276 that updates language in MCA concerning microfilming. At the time of the meeting, Senate Bill 229 was being discussed within Montana State Administration and Veteran's Affairs Committee. The proposed legislation would change the requirements of State agencies concerning Freedom of Information Act Requests. The members of the State Records Committee discussed the implications of the proposed legislation. It was decided that the State Records Committee would not send a representative to the SAVA Committee's hearings to testify for or against the proposed legislation.

Email standard/guideline work group:

Chairperson Ray Dagnall asked for volunteers from the committee to assist him with writing an email retention guideline. The previous email retention guideline was updated in 2016 and is need of refreshing. Rebecca Cooper from Fish, Wildlife, and Parks and April Sparks from the Historical Society

volunteered to be on this work group. The intent is to provide a rough draft of this document to the committee by the 2nd Qtr meeting in 2021.

ARM 44.14.106-Delegation Authority:

The committee discussed the concept of Delegated Authority to conduct disposition of records internally. It was determined that a major deterrent keeping State agencies from approaching this status was how short the authority was granted for. ARM 44.14.106 currently calls for the authority to be granted for one year. The committee members discussed the possibility of moving that authority to be granted for five years, before reapplication was required. There was a motion and second to hold a vote amongst the committee members to change the language in 44.14.106, allowing a five-year timeframe prior to reapplication for the delegated authority. All 9 members were in favor, 0 were opposed. The motion carried. Chairperson Ray Dagnall offered to submit the proposal notice for this rule change.

SRC presence on the SOS website/ forms update

Chairperson Ray Dagnall notified the committee members about changes that he made to the committee's presence on the Secretary of State's website. Said changes included removing obsolete forms, updating member information, and adding the State Records Committee's report to the Governor and Legislature to the site. There was a discussion about the possibility of updating the forms that our committee uses to better reflect usage of digital records. Chairperson Ray Dagnall offered to create some alternative versions of the forms to present to the committee for selection and distribution.