



# Advanced Electronic Records Institute

## Organizational Context: Setting the Stage

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This project made possible by a grant from the U.S. Institute of Museum and Library Services

# Your State Environment

# Governance

- **Records Governance**
  - Does the law adequately address electronic records?
  - Are archives and records management combined or separate?
  - Who establishes records retention and disposition requirements?
  - Are electronic records addressed through the scheduling process?

# Governance

- **IT Governance**

- Who establishes IT policies?
- Are IT projects subject to a centralized approval process?
- Is there an IT procurement oversight process?
- Has your state developed an enterprise IT architecture? Who maintains it?
- Do opportunities exist to embed ARM in any of these policies/processes?

# Approach to Electronic Records

- Front-end focused? Back-end focused? Both?
- Custodial? Non-custodial? Both?
- Local repository? Central IT hosted repository?  
Cloud-based repository? Some combination? No repository?
- Dark archives? Light archives? Both?
- Programmatic transfers on a regular schedule?  
Periodic transfers that usually walk in the door?  
Both?

# Strategic Partnerships

- Established relationships with records creators?
- Established relationships with IT community?
- Influential champions for electronic records?

# Policies & Procedures

- Formal, regularly updated electronic records policies and procedures in place?
- No policies and procedures?
- Ad hoc policies and procedures?
- Moribund policies and procedures?

# Resources

- **IT Resources – Infrastructure & Services**
  - Centralized/consolidated IT resources? Are you dependent on it?
  - Local IT resources? Are they available for ARM activities?

# Resources

- **Staffing**
  - Specialized, well-trained electronic records staff?
  - Reallocating existing staff to electronic records work?
  - Regular professional development for electronic records staff?
  - IT staff available for electronic records work?

# Resources

- **Financial Sustainability**
  - Dedicated new funding for electronic records?
    - One time money?
    - Continuing line item in budget?
    - Fee for service model?
  - Reallocating existing funds to electronic records?
    - What have you given up? What's not getting done?