Organizational Context: Setting the Stage

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Your State Environment

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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?

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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?

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Resources

• Staffing
  – Specialized, well-trained electronic records staff?
  – Reallocationing 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?