

Advanced Electronic Records Institute – Action Plan

Outline of Goals for _____ Electronic Records Program

Consider the following:

- What steps would you take to improve your electronic records program?
- How will you apply skills and concepts covered at the Institute in your action plan?
- Who will be involved in your plan?
- What challenges do you anticipate in achieving these goals?
- What resources will you need?
- Timeline for completing your goals?

*(Note: For states who attended the Introductory Institute, either refine an existing goal or consider the **next** steps after completing your first set of goals.)*

Select **two** components from the Digital Preservation Self-Assessment that you would most like to improve upon. Complete the form below to outline your plan. (Note: For states who attended the Introductory Institute, either refine the plan for an existing component or outline the **next** components you would most like to improve upon after completing your first two components.)

Component _____

Tasks/Action Steps <i>What will be done?</i>	Responsibilities <i>Who will do what?</i>	Resources <i>(Funding/Time/People/Materials)</i>	Timeline <i>By When? (Day/Month)</i>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

Component _____

Tasks/Action Steps <i>What will be done?</i>	Responsibilities <i>Who will do what?</i>	Resources <i>(Funding/Time/People/Materials)</i>	Timeline <i>By When? (Day/Month)</i>
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

External Support: A successful state electronic records program often requires awareness and commitment from both state government and the public at large in order to sustain it over the long term. Rate your organization’s external support below:

1 2 3 4 5
 No one knows why E-records are important <-----> E-Records are a valuable part of our state record

1 2 3 4 5
 Our agency is not included in the decision-making process <-----> Our agency is recognized and included in e-record decisions

What does my organization/e-records program need most? (Please rank your selections with 1 being the most important):

- | | |
|---|---|
| <input type="checkbox"/> To make state government aware of the importance of an e-records program | <input type="checkbox"/> To be included at the state level in the decision making process for the management of e-records |
| <input type="checkbox"/> To receive commitment from state government to create an e-records program | <input type="checkbox"/> Collaborations with record-producing state agencies regarding the deployment of technology infrastructure that will affect e-records |
| <input type="checkbox"/> Support from other state agencies | <input type="checkbox"/> Public support and awareness |
| <input type="checkbox"/> Collaborations with IT state agency(ies) | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Collaborations with other outside (non-state) agencies | |

What would be one way to improve external support for a state electronic records program?

