

CIO Management Council

April 26, 2006

Approved 5/10/06

Attendees: Ben Berry, Bill Crowell, and Stan McClain

IRMD Staff: Scott Riordan, Christine Samples

Other Staff present: Mary Beth Herkert the State Archivist and Dennis Wells with DHS

Stan McClain called the meeting to order at 10:30 a.m.

Approval of Minutes

Motion: It was moved and seconded to approve the minutes as submitted.

Prep - Enterprise Records Management – Mary Beth Herkert

Archives Division will be requesting the legislature approve the purchase of an electronic records management system, this would not only manage e-mail but all electronic records. Other agencies will be able to purchase licenses and use this system. Agencies may also choose to purchase their own file structure system as long as it is compatible.

A file structure for electronic records management will need to be created within each agency. If there is a file structure in place agencies will be able to drag and drop their files into a public records system, the system will ask if it is a public record. The system will be pre-programmed with proper retention schedules and automatically apply these to public record documents. The retention schedule system will e-mail you before the file is destroyed and ask if it should be. Archives will help agencies develop a file structure if needed. Agencies do not understand why there is a specific file structure until it has been presented and explained to them. Archives would like support from agencies that this is the way they are willing to manage their file and e-mail records. Besides working with the agency document manager (records officers) the archivist would like to work with the IT departments.

Bill Crowell asked if these systems have an inverted index system, so we can search by key word. Ben Berry responded that the search capabilities are sophisticated; title or key words will be searchable.

A central repository needs to be created, Burns may be the place. This should be done as a state (enterprise) instead of individually. A statewide standard check would be useful. Training will be imperative. It was suggested that we create a Community of Practice as we start to move forward with electronic archiving.

ACTION: Mary will distribute a records retention officer list to the CIO Management Council. Christine will send the Community of Practice guidelines to Mary.

Letter to Lindsay & Strategy for Discussion – Stan McClain

This letter is to ask for help from Lindsay to receive support from the business side of the state. The CIO's would like to engage Lindsay and the business side.

Washington CIO Counterparts Dialogue – Stan McClain

Stan thinks it is a good idea to meet with our Washington CIO Counterparts; the CIO Management Council agrees and is willing to meet them halfway. Stan would prefer a smaller group the first time around.

Agenda item next meeting

Domain Team Status - Process for updates – Stan McClain

There needs to be more structure around monitoring the domain teams and Communities of Practice. Stan and Mike will create a rotation schedule for reports from these chartered items. The CIOMC agrees that we need to be more involved.

Scott Riordan feels we need Enterprise Coordination; Curt Amo broached the subject at the Administrators/Business Services Directors meeting and they concurred, specifically Kris Kautz.

The E-government program does have issues and is in trouble. It has not been given the resources to support the state. The E-government program is in our strategic plan and we have not been monitoring this; we need to request an assessment and report from this group. Should we remove this from our strategic plan? Secretary of State's Office and Human Services are having problems with E-government; Ben Berry asked his staff why ODOT is not. Bill Crowell explained that with only static content (ODOT's) there are no problems, but when there are dynamic allocations then there are problems. The search engine does not work well; the spider search engine works better.

Agenda item next meeting

Roundtable

DHS will be hosting an Open Source kick-off and framing meeting. They will be inviting outside experts in Open Source and the CIO's. Bill Crowell would like a few suggestions on agenda items.

The meeting was adjourned at 12:00