

# Electronic Records Working Group (ERWG)

Updated April 2013

## Charter

### Overview

The Electronic Records Working Group (ERWG) provides a forum for discussion of electronic records-related issues affecting Kentucky state and local government agencies. ERWG recommends solutions to these issues to the State Archives and Records Commission and the Kentucky Department for Libraries and Archives (KDLA), as well to the Commissioner of Technology, Commonwealth Office of Technology, as appropriate. These solutions include actions impacting enterprise-wide standards, public policy, and/or guidelines to assist Kentucky agencies in the creation, management, accessibility, retention and preservation of public records in electronic formats.

### Structure

ERWG is a joint working group of the State Archives and Records Commission (SARC) and the Commissioner of Technology via the Enterprise Architecture and Standards Committee. ERWG is composed of two elements:

1) *Working Group*: A small, representative group that is able to act quickly and advance the electronic records agenda. Voting membership is limited to thirteen (13) people, chosen by the Chair, State Archives and Records Commission, and the Commissioner of Technology. Members will include personnel that have direct knowledge of or involvement with the creation, retention, management and continued accessibility of electronic records or information technology issues, representing the following interests:

- Three persons (3) knowledgeable about electronic records management issues from the Kentucky Department for Libraries and Archives (KDLA);
- Two persons (2) knowledgeable about electronic records and information technology policy issues from the Commonwealth Office of Technology (COT);
- One (1) person from the Court of Justice agency knowledgeable about legal issues related to the creation, management and use of electronic records by public agencies
- One person (1) from a State agency knowledgeable in issues related to the creation, management and use of electronic records by public agencies;
- One (1) at large person from any state (all branches), university or local agency knowledgeable in government electronic records and records management issues
- One (1) person from the Office of the Attorney General knowledgeable about public records and open records laws;
- One (1) person from the Office of the Auditor of Public Accounts knowledgeable about accounting and auditing issues related to the management and use of electronic records by public agencies;
- Two (2) persons from separate local government agencies or local government associations;
- One (1) person knowledgeable about electronic records and records management in Kentucky public universities.

The ERWG is chaired by a KDLA representative, as selected by the Chair, State Archives and Records Commission. KDLA will provide administrative support for the ERWG, including making meeting arrangements, recording minutes, and managing communication for ERWG members. Support for special activities and financing travel needs, if applicable, will be arranged on a case by case basis.

The chair may establish policy/technical review pools as needed. These groups will address specific issues assigned by the ERWG. Membership in the review pool will be determined by the

chair of the ERWG and will not be limited to ERWG members. These pools will be dissolved once they have completed the project(s) assigned to them by the ERWG.

One member from KDLA will report back to the State Archives and Records Commission, and one member from COT will report regularly to the Commissioner of Technology on the progress of the ERWG in developing recommendations for the management of electronic records.

For purposes of voting, a simple majority (seven) of the thirteen members must be present.

When a member notifies the Working Group that he/she can no longer serve, the chair of the Working Group will consult with appropriate agencies and make a recommendation for a new member to the Chair, State Archives and Records Commission and the Commissioner of Technology.

2) *Policy/Technical Review Pool.* This group is composed of a diverse membership of agency chief information officers and policy makers, records managers and archivists, and information technology (IT) personnel who are committed to working towards solution of issues related to the management of electronic records under the state's statutory framework for archives and records management. This group will be as large and diverse as needed, and selected members will be called upon, on an ad hoc basis, to review and offer advice and criticism of suggested policies, options or guidelines produced by the Working Group.

## **Responsibilities**

The ERWG has the following responsibilities:

- to review and study electronic records issues referred to it by the State Archives and Records Commission, the Commissioner of Technology, KDLA, or the Enterprise Architecture and Standards Committee; and
- to develop draft policies, guidelines, standards, procedures, proposed legislation, regulations, best practices, training programs, and other information related to electronic records issues.

Recommendations for action presented by the ERWG will be forwarded to the State Archivist or the State Archives and Records Commission or the Commissioner of Technology for review, and for possible action.

The ERWG will provide a forum for Kentucky government agencies to bring electronic records concerns. It will work to advance communication on these issues among affected agencies. It will also seek to foster and promote training opportunities for public officials and employees in areas dealing with the management of electronic records. The Working Group will meet according to a schedule established at the beginning of the year and will follow the open meetings law. It will establish an appropriate electronic communication system (e-mail) to remind members of meetings and distribute documents to members and/or a policy/technical review pool.

This charter may be amended by a majority of the membership.