

State Government Digital Preservation Profiles

Montana LARM*

July 2006

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Introduction

The state government digital preservation profiles available on this Web page are based on information collected from those state and territorial library, archives, and records management units that completed CTG's State Government Digital Information Preservation Survey. CTG administered the survey to all state and several territorial librarians, archivists, and records managers in early 2006. See baseline report for details.

The profiles are organized by state or territory and the library (**L**), archives (**A**), and records management (**RM**) units that were represented in the survey response. (For example, "**Alabama ARM**," which is the first responding unit in the drop down menu below, refers to the **archives and records management** units from Alabama in one survey response.) For some states, respondents also included agencies other than library, archives, and records management. These profiles are marked with an asterisk (*) and the other units that contributed to the survey response are specified in the profiles.

To select a different profile, click on the Introduction/Select Profile link located on the top left of the screen.

You can also view consolidated tables showing how all the state/territory responding units replied to selected questions in the survey. (This is also found in Appendix E of Preserving State Government Digital Information: A Baseline Report.)

STATE PROFILES CONTACT

G. Brian Burke, Project Manager
Center for Technology in Government
University at Albany, SUNY

Section 1. Responding Unit(s)

Name of state or territory.

Montana

Name and affiliation of individual(s) who responded on behalf of the state or territory.

Roberta Gebhardt - Montana State Library

Molly Kruckenberg - Montana Historical Society - Archives

Patti Borsberry - State Records Manager

Audrey Hinman - Dept of Administration, Information Technology Services Division (ITSD)

This profile includes information provided by the following units for this state:

- Library
 - Archives
 - Records Management
 - Other (please specify)
 - Law Library, Information Services Technology Division (ITSD)
- Law Library, Information Services Technology Division (ITSD)

Section 2.1a. Setting Standards for EXECUTIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by EXECUTIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.		X	X	X	

Other standards and the units with authority over setting them.

No information provided

Additional information.

Dept of Administration ITSD sets standards for all of state government.

The State Records Committee, comprised of representatives from ITSD, Legislative Auditor's Office, Attorney General's Office, State Records Manager and the State Archivist, set standards in terms of records.

Section 2.1b. Services Provided to EXECUTIVE Agencies

The following units provide the services, specified below, to EXECUTIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.		X			X
Consultation and training services on digital information creation.				X	X
Consultation and training services on digital information management.				X	
Consultation and training services on digital information preservation.				X	
Consultation and training services on digital information preservation.				X	
Preservation (e.g., migration, reformatting).		X			
Access (e.g., search engine).		X			X
Certification (e.g., trustworthiness of system, backups sufficient).		X			

Other services provided and the units that provide them.

No information provided

Additional information.

Other services provided by ITSD. They also provide oversight audits for agencies. Much of these services are provided agency by agency, and there is not a centralized approach.

Section 2.2a. Setting Standards for LEGISLATIVE Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by LEGISLATIVE agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.					

Other standards and the units with authority over setting them.

No information provided

Additional information.

ITSD sets the data standards for all state government.

Section 2.2b. Providing Service to LEGISLATIVE Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).		X	X		
Access (e.g., search engine).		X	X		X
Certification (e.g., trustworthiness of system, backups sufficient).					X

Other services provided and the units that provide them.

No information provided

Additional information.

The Office of Public Instruction (OPI) provides a lot of these services for the Legislative branch and they provide some of the services themselves.

Section 2.3a. Setting Standards for JUDICIAL Agencies

The following units have authority for setting standards, specified below, for digital information created or maintained by JUDICIAL agencies. Multiple boxes are checked to reflect authority that is shared or delegated.

	Authority not assigned	Library has authority	Archives has authority	Records Management has authority	Others (See below)
Setting data management standards and or guidelines for information creation (e.g., metadata, file formats).					X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					X
Setting standards for information retention and disposal (e.g., retention periods and methods of disposal) for various series/types of digital records and publications.	X				

Other standards and the units with authority over setting them.

No information provided

Additional information.

ITSD sets standards for all state government.

Office of the Court Administrator sets standards within the Judicial branch.

Section 2.3b. Providing Service to JUDICIAL Agencies

The following units provide the services, specified below, to LEGISLATIVE agencies. If services are provided by multiple units, the appropriate boxes are checked.

	Services not provided	Library provides services	Archives provides services	Records Management provides services	Others (See below)
Storage for digital information.					X
Consultation and training services on digital information creation.					X
Consultation and training services on digital information management.					X
Consultation and training services on digital information preservation.					X
Consultation and training services on digital information preservation.					X
Preservation (e.g., migration, reformatting).					X
Access (e.g., search engine).					X
Certification (e.g., trustworthiness of system, backups sufficient).					X

Other services provided and the units that provide them.

No information provided

Additional information.

ITSD provides some of these services and the State Law Library provides some.

Section 3. State Government Digital Information Preservation Activities

This section includes descriptions of past or current digital preservation activities in the state.

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

State Government Publication Repository

SHORT DESCRIPTION:

In May of 2005 the Montana State Library began capturing electronic documents from agency Web sites. They are using the OCLC Digital Archive product to do this. This product allows them to serve the information to their patrons through the on-line catalog.

They are also in the process of creating an on-line form for submission of agency publications. They hope that this will allow agencies an easy way to alert the Library to the existence of an electronic publication.

Currently only the Library is involved with the project.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

No information provided

CONTACT FOR THIS ACTIVITY:

Jim Kammerer, State Publications Center Coordinator
jkammerer@mt.gov or 406-444-5432

Roberta Gebhardt, Cataloging Specialist
rgebhardt@mt.gov or 406-444-5393

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Centralized Imaging Services

SHORT DESCRIPTION:

The Dept. of Administration Information Technology Services Division has implemented a Centralized Imaging service based on FileNet's Panagon web based software. Several agencies are taking advantage of this service. The Department of Environmental Quality uses the service to house scanned images of field notes taken on archeological sites. The Department of Justice is scanning every title and registration for every vehicle in the state and housing it here. There are 12-15 different services being offered at this time.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

Link to the part of the Strategic plan that addresses this project.
<http://itsd.mt.gov/techmt/compenviron.asp#centralizedimaging>

CONTACT FOR THIS ACTIVITY:

Audrey Hinman, Architecture and Internet Services Bureau, ITSD
ahinman@mt.gov or 406-444-1635

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Montana Court Opinions

SHORT DESCRIPTION:

The State Law Library of Montana is providing access to the Montana Court Opinions/Orders through their Web site. They have opinions going back to 1970 available. They have executive orders from 1966 to 2002, scanned and available on their Web site. Attorney general Opinions going back to 1990.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

Attorney General Opinions <http://www.lawlibrary.state.mt.us/dscgi/ds.py/View/Collection-3258>

Executive Orders <http://www.lawlibrary.state.mt.us/dscgi/ds.py/View/Collection-2660>

Supreme Court Opinions <http://www.lawlibrary.state.mt.us/dscgi/ds.py/View/Collection-9484>

CONTACT FOR THIS ACTIVITY:

Judy Meadows, State Law Librarian
jmeadows@mt.gov or 406-444-3660

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

LAWS (Legislative Automated Workflow System)

SHORT DESCRIPTION:

The Legislative Services Division is responsible for maintaining LAWS. This system allows people to search bills going back to 2001. They can see the original text of the bill, any amended text, any fiscal notes attached to the bill, dates (from birth of bill to signing), votes on the bill, sponsors, and where the language ends up in the Montana Code.

You can also search for unIntroduced bills for each session since 2001. The system allows the user access to this information that previously was only found in paper and was hard to follow the lifecycle of the bill.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.leg.mt.gov/css/research/laws.asp>

CONTACT FOR THIS ACTIVITY:

Lois Menzies, Director, Legislative Services Division
lomenzies@mt.gov or 406-444-3066

Section 4. Training Needs for Digital Preservation Related Activities

Level of training needed for the digital preservation capabilities, specified below.

	Training already provided	Basic training needed	Advanced training needed
Identify the type and amount of digital information throughout the state.			X
Select and appraise state government information in digital form.			X
Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.).	X		
Negotiate and make agreements with key stakeholders to preserve digital information.		X	
Acquire state government information in digital form for holdings.			X
Manage state government information in digital form (metadata, reformatting, etc.).			X
Manage the ingest of digital information into a repository.			X
Manage the long-term storage of digital information in a repository.			X
Develop mechanisms to monitor the long-term usability of state government information in digital form.			X
Make state government information in digital form accessible to users.			X
Produce a disaster and recovery planning for state government information in digital form.	X		
Manage copyright, security, and other legal issues of relevance to state government digital information.			X
Other (See below).			

Other training needed for digital preservation capability.

We need training in how to capture this information and how to manage it once it is captured.

Additional information on existing training programs.

No information provided

Section 5. State Government Digital Information Currently At-Risk #1

This section includes examples of state government digital information that is at-risk of deteriorating or being altered or lost through format or technological obsolescence, policy or procedural gaps, or financial constraints.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

The Records manager is very concerned about state agency e-mail. There are rules that have been established, but no way to enforce the rules. Many people are not aware that e-mail they send and receive at work is a record.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

State government has a high rate of turnover. People are barely trained before they move on. The e-mail policy is often overlooked in training. Many people do not think that the e-mail they send is a record. They do not know that they are doing anything wrong.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

State Records Committee is working on trying to curb the problem. More training, more training, more training.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Minutes from past legislative sessions are available in formats that are no longer being supported by the State Information and Technology Services Division. Some of them are available in WordPerfect and no one, including the State Records Manager and the State Archivist can access them.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

The Legislative Services Division does not follow the same standards that the rest of state government does. There is a lack of understanding on their part that not providing the minutes in an approved format does limit the access.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

No information provided

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

All state government information is at risk. Because we are governed by an elected administration, priorities can change every 4 years. It is always a bit uncertain whether programs will retain funding or if they will simply disappear.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

The funding issue is really at the heart of the matter. We are mandated to preserve access to state government information, regardless of format, but we have not received additional funding to be able to do this.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

There is a committee, called the Permanent Public Access Committee, that is working on re-writing the legislation to include digital information. The committee is made up of representatives from the State Library, State Law Library, State Archives, State Records, Legislative Services Division, Information Technology Services Division, and the University System. We are hopeful that the legislation will provide a way to provide permanent public access and will create partnerships between the agencies involved.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Many state agency Web sites serve up data using dynamic data delivery based on databases. This information has traditionally been available in print, but is no longer being produced that way. There is no way that we can currently capture the data that is being served to the user.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

It becomes easier and cheaper for agencies to create a database and serve the information this way, than it is to print a hard copy.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

The statewide strategic IT plan is trying to deal with this problem. They are looking at different data warehousing strategies.

Examples of government digital information that was not preserved and is no longer accessible.
No information provided

Section 6. Enterprise Architecture

The following section describes the state's and corresponding units' awareness of and involvement in their state's Enterprise Architecture efforts.

Aware of state's Enterprise Architecture efforts.

Yes

Involved in state's Enterprise Architecture efforts.

Yes

Nature of involvement in the state's Enterprise Architecture efforts, if appropriate.

Participate in the creation of the statewide IT strategic plan.

Representative on the IT planning Board.

Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.

<http://itsd.mt.gov/stratplan/statewideplan.asp>

Section 7. Additional Thoughts or Comments

No information provided