Electronic recordkeeping and electronic government

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Missouri Information Technology Advisory Board

Today's presentation

Part 1

- Introduction to electronic records concepts
- Legal framework
- Minnesota's electronic records program
- Some options for Missouri to explore

Part 2

- E-gov't and e-recordkeeping case study

What is a record?

- RSMo Ch. 109.210:"Record", document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business.

What is an electronic record?

- RSMo: "Regardless of physical form or characteristics"

- Anything subject to discovery?

- Programmable, executable knowledge

- Content, structure, context

What is the value of a record?

- Accountability (operational, fiscal)
- Evidence
- Citizens' rights
- Historical and cultural resource
- Information as an asset

E-recordkeeping challenges

- Paper based practices
- Volatile technologies, unstable media
- Privacy and security
- Costs: increasing demands, decreasing resources
- Legal uncertainties
- No proven solutions or models
- Steep learning curves for everyone

E-recordkeeping opportunities

- New services and products

- E-government

- Convergence on the Web

- Cost-effective and efficient solutions

- Much greater use value

- Return on investment (information as an asset)

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Legal framework

- Missouri laws
- Uniform Electronic Transactions Act
- Electronic Signatures in Global and National Commerce Act
- E-Government Act of 2002

Putting it together: MN's example

- One size does not fit all

- Local environment

- Products

- Projects and partnerships

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Local environment and knowledge

- No central records management office

- No strong traditions of records management

- Data practices and privacy

- Interested partners and communities

- Growing interest in e-government

- Absolute need for collaboration

TIS

- Premise: trustworthy systems produce and preserve trustworthy records
- Inspired by UETA, E-Sign
- Documentation
- Design methodology and risk analysis
- "Do it yourself"
- Asks questions, provides examples
- Appropriate (not best) practices
- "Family resemblance"

Education, tools, standards

- Data and process models
- Trustworthy information systems
- Electronic records management guidelines
- Metadata and XML workshops
- Recordkeeping metadata standard

Projects and partnerships

- OT, IPC: architecture and standards
- GIS: metadata, education/promotion, data sets
- ERER: electronic real estate records system
- DHS: enterprise wide policy guidelines
- NECCC: e-government, cross boundary integration (XBI)

Some options to explore in MO

- Local knowledge, appropriate practices
- Collaboration
- Education, promotion, communication
- Standards, architecture
- Positioning and opportunism
- E-government

The goal is to add value

- Return on investment

- Standards and architecture

- Cross boundary applications

- Access, description, privacy, preservation

- Basic tools: metadata and XML …

Examples and models

- Standards and guidelines: OH, KS, MN

- Architectures: FEA, KS, MN

- Education: SC, GIS

- E-Gov't: UT One-Stop, MassCARES, OMB Quicksilver Initiatives

Final thoughts …

- No silver bullet: local knowledge
- Collaboration
- Add value
- Convergence on the web
- Think beyond the traditional concept of "record"
- Incremental, iterative progress

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