

Agenda

Department Records Management Planning Group

March 7, 2013, 9:00 – 10:00 a.m.

Rapid City Public Library Downtown Conference A

- 1) ***Data sharing software – what might be of use interdepartmental (two or many)***
 - a. Demonstration – S Titus
 - i. GIS mapping data
 - b. Demonstration – Online Subject Search of Resolutions and Ordinances
- 2) ***Identifying statutorily the custodian of records in the SD Retention Schedule***
 - a. Review of [department data input](#) – all
- 3) ***Streamline the Open Records process***
 - a. Report P. Downie
 - i. Review other municipalities websites for public information requests to adapt for the city website and SD regulations
 - ii. Stay informed of 2013 legislative bills regarding open records
 - iii. Develop training for city staff for existing protocols for open records requests and any changes
- 4) ***RFP Functionality***
 - a. Report G. Chapman
 - i. [Core Modules](#)
- 5) ***Access and procedure for posting and archiving of public committees& task force(s) records***
 - a. Review of master list maintained by Mayor's Office – L. Seachris
 - i. Input for gaps of information
 - ii. What procedures would standardize for archiving record of committee work