



MATTHEW DUNLAP  
SECRETARY OF STATE

STATE OF MAINE  
OFFICE  
OF THE  
SECRETARY OF STATE

**TESTIMONY OF SECRETARY OF STATE MATTHEW DUNLAP  
IN SUPPORT  
LD 1567, AN ACT TO AMEND THE ARCHIVES AND RECORDS MANAGEMENT  
LAW**

**MAY 8, 2017**

Senator Davis, Representative Martin, members of the Joint Standing Committee on State and Local Government, my name is Matthew Dunlap of Old Town and I am here today to testify in support of LD 1567.

This is our department bill which proposes to modernize the Archives and Records Management Laws. As many of you may recall, during the 2<sup>nd</sup> Session of the 126<sup>th</sup> Legislature, the Government Oversight Committee spent a great deal of time reviewing current record management practices within State government with an eye towards improving record management practices statewide. The bill includes many of the recommendations that came out of the Records Management Report presented to the Government Oversight Committee in April 2015.

In the records management area, it promotes guidelines for electronic records, strengthens records management responsibility/ accountability by the agencies, and modernizes/ expands membership on the Archives Advisory Board.

This bill proposes to adopt a policy statement on the retention of nonpermanent records and defines the term "records retention schedule". It requires all branches of governments that transmit records to the State Archives to work with the Archives to develop and/or update records retention schedules which will help to ensure that nonpermanent records are destroyed after the retention period expires. This will free up valuable space at the Archives. It also defines in greater detail the two organizations units within the State Archives; archives services and records management.

The bill proposes to change the qualifications of the Archives Advisory Board members from "having an interest in the history of the state" to a membership that has expertise in the administrative, fiscal, legal and historical value of records. Members are appointed by the Secretary of State, based on recommendations from the Governor, and other entities. We believe the proposed membership will serve the State well, now and into the future, as the use of digital records increase.

The bill also removes obsolete language to reflect current practices.

I am happy to answer any questions you may have now or at the work session.