

Technology subcommittee recommendations:

1. Encourage Maine Municipal Association and the Maine County Commissioners Association to send out annual reminders about retention schedules and available training resources; the Maine State Archives could work on the language for guidance. Maine School Management Association is already doing this, so we did not include them in this recommendation. Maine State Archives could consider including the federal policy and language adopted in 2014-15 as amendments to the Federal Records Act in the U.S. Code (44 USC 2911) and NARA guidance, including personal email and other personal messaging applications. This includes transferring texts and other similar types of messages and personal emails into a government records management system for retention, and to improve accessibility to the public to such records.
2. Have Brenda Kielty and Kate McBrien (who are on board) do training at the legislative committee level specific to records management – including social media platforms – during committee orientation, augmenting the general FOAA training received by legislators.