

JUDICIAL BRANCH RECORDS MANAGEMENT IMPLEMENTATION WORKGROUP

Type: Workgroup
Established: August 19, 2013
Revised: September 13, 2013 (Membership Amended)
Revised: February 7, 2014
Chair: Director of Court Facilities
Reports to: Supreme Judicial Court
Completion Date: May 2, 2014

I. Mission:

The lack of paper records storage space available to state government continues to cause issues for the Judicial Branch in following its records retention policies and has resulted in safety concerns related to the storage of increased numbers of boxed records in active work areas in many court facilities. In 2007, the Chief Justice convened the Record Management Working Group (RMWG), which issued its report in 2008. The Records Management Implementation Workgroup is established to review the recommendations of the RMWG, secure any additional information, and make recommendations for resolving paper management storage issues within the Judicial Branch.

II. Responsibilities:

This Workgroup will review:

- The Judicial Branch Records Retention Policy;
- Report completed by 2008 Records Management Working Group and related documentation;
- 2011 comments solicited from clerks, lawyers, Bar groups, state agencies, and others on record-keeping and documents retention policies;
- The physical locations available for long and short term storage (clerks' offices, Records Center, Archives, off-site local storage, and commercial records centers); and
- Relevant recommendations by the TECRA Implementation Group.

This Workgroup will make recommendations and make proposals:

- Concerning the management of paper records;
- Regarding changes to the records retention policy to provide relief to both Judicial Branch and Maine State Archives;
- Relating to statutory changes, new or amended court rules, and Judicial Branch policy; and
- Regarding fiscal impact or needs.

III. Authority:

The Workgroup may seek input, suggestions, and recommendations from individuals and groups within and outside the Judicial Branch and may invite consultants to its meetings as needed. The Workgroup is authorized to study procedures considered by or in effect in other court systems, Maine State Archives, the National Center for State Courts, and any other models.

IV. Membership:

Director of Court Facilities (Chair)
Chief of Court Management
Chief Information Officer (or designee)
Director of Court Operations
Director, Records Management Services Division, Maine State Archives
Justice
Judge
Maine Supreme Judicial Court Representative
Clerk of Court

V. Meetings:

The Workgroup shall meet as often as necessary to complete its responsibilities.

VI. Reporting:

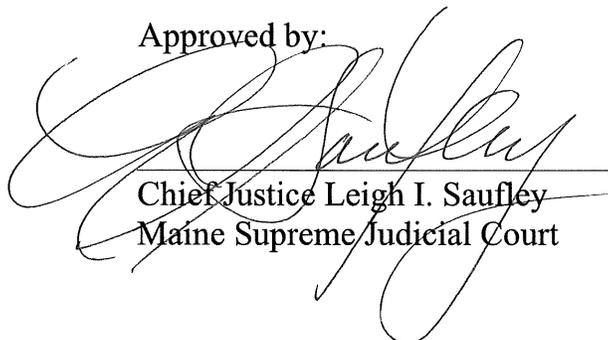
The Workgroup will report to the State Court Administrator, and ultimately, the Supreme Judicial Court, with a full report and recommendations to be submitted by March 17, 2014.

VII. Duration:

Unless the Chief Justice extends the charter, the Workgroup will cease to exist on May 2, 2014.

Dated: February 10, 2014

Approved by:



Chief Justice Leigh I. Saufley
Maine Supreme Judicial Court

**JUDICIAL BRANCH
RECORDS MANAGEMENT IMPLEMENTATION WORKGROUP
MEMBERSHIP ROSTER**

Director of Court Facilities (Chair)

Jeffrey D. Henthorn

Chief of Court Management

Laura M. O'Hanlon

Chief Information Officer (or designee)

David Packard

Director of Court Operations

Rick Record

Director, Records Management Services Division, Maine State Archives

Tammy Marks

Justice

Justice A. Mark Horton, Superior Court

Judge

Judge Evert Fowle, District Court

Maine Supreme Judicial Court Representative

Matthew Pollack, Executive Clerk and Clerk of the Law Court

Clerk of Court

Christine Longley, Clerk of Waterville District Court

Legal Publication Specialist

Shira Panelli