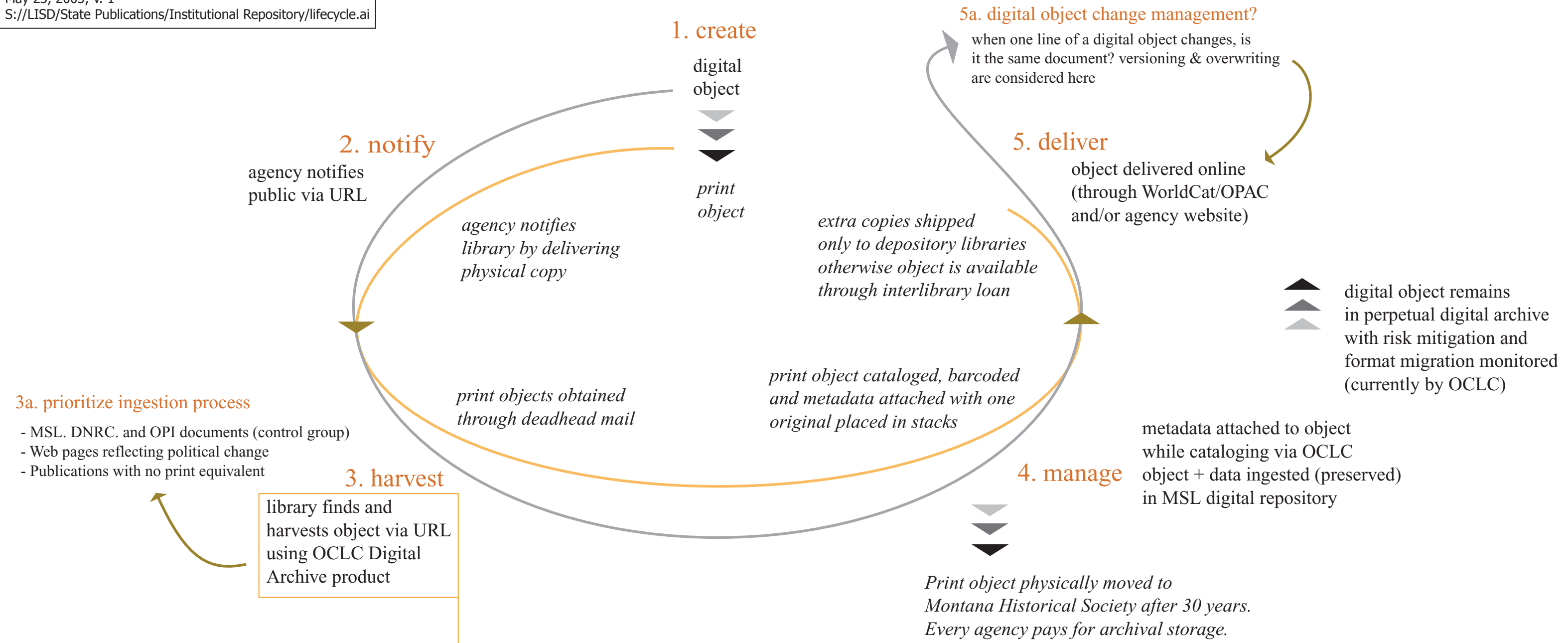


State Publication Lifecycle



3a. prioritize ingestion process

- MSL, DNRC, and OPI documents (control group)
- Web pages reflecting political change
- Publications with no print equivalent

Stakeholders

- Citizens
- State Government (Legislative/Executive Branch, State Agencies)
- Montana University System
- Permanent Public Access Committee
- State Library Staff and Library Commission

Communication Strategy

- What: The custom message each Stakeholder should receive
- Who: The most appropriate person to deliver the message
- How: The most effective channel to use (email, phone, etc.)
- Feedback: The most efficient way to receive feedback on the effort

PPAC AGREEMENT ON COLLECTION POLICY

1. Revise MCA and ARM to conform to reality of electronic publications.
2. When both tangible and digital versions are available, we will provide both
3. Determine (5a) viability. Keep both draft and certified final versions because sometimes a final version is never published? Good enough justification? Is final version "official" one?
4. Make explicit the differences between a record and a publication.
5. Web pages are considered publications (?)

INGESTION: GUIDELINES OR STANDARDS?

1. File size limits? If so, can document be broken down?
2. Allowable formats and naming conventions?
3. Determine legal requirements (i.e., ADA access)
4. Will agencies continued to be required (legislated) to provide digital documents in print?
5. Metadata requirements:
 - a. Descriptive (bibliographic classification)
 - b. Technical (file format, system platform)
 - c. Structural (interrelationships of content)
 - d. Administrative (rights, ownership, conditions of use)

Create Decision Tree For Injest Process