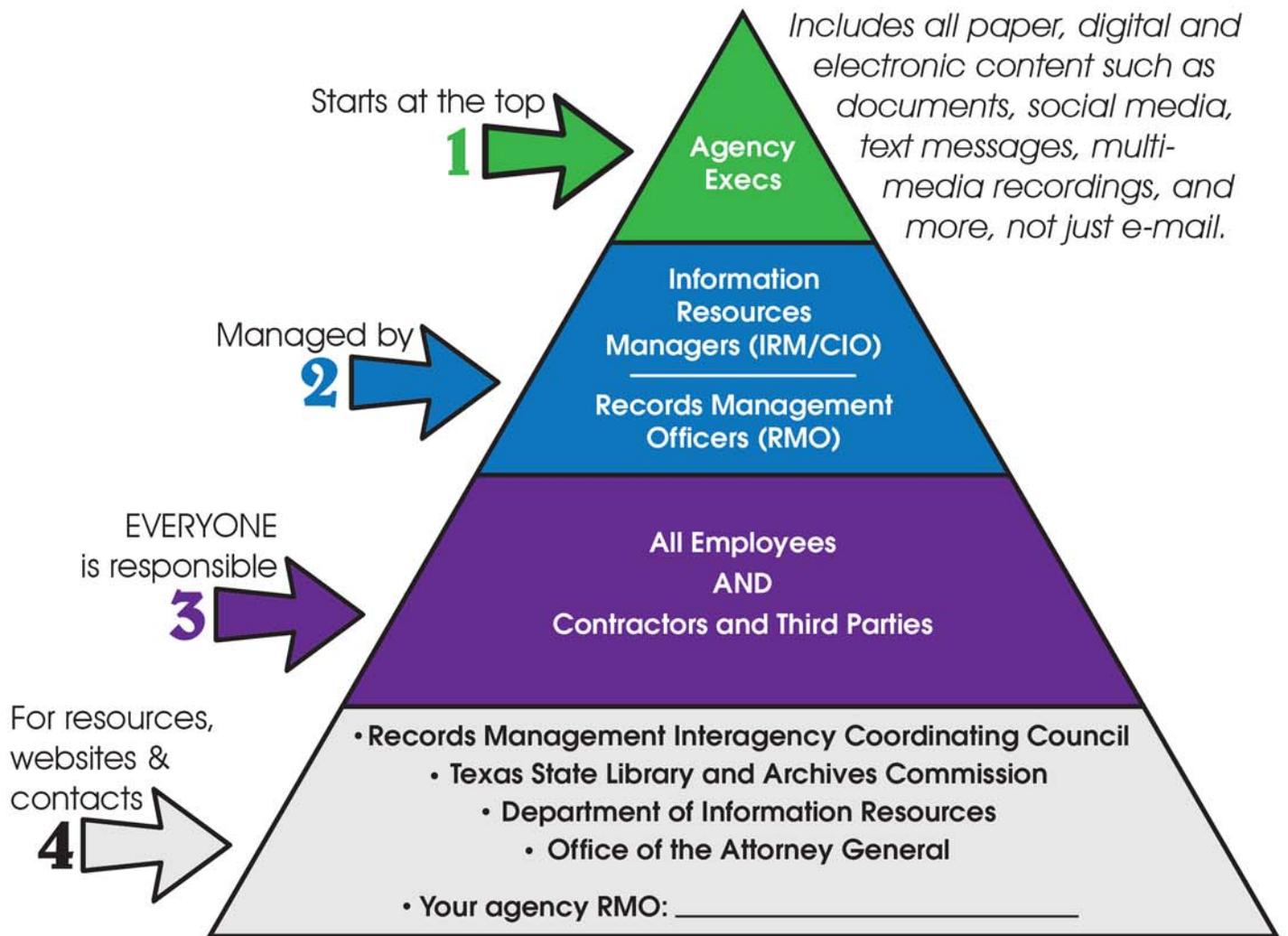# RECORDS AND INFORMATION MANAGEMENT
FOR STATE AGENCIES
AND STATE UNIVERSITIES

More than a good idea
IT'S THE LAW

R·M·I·C·C
RECORDS MANAGEMENT INTERAGENCY
COORDINATING COUNCIL

RECORDS & INFORMATION MANAGEMENT

Starts at the top
1 →

Agency Execs

Includes all paper, digital and electronic content such as documents, social media, text messages, multi-media recordings, and more, not just e-mail.

Managed by
2 →

Information Resources Managers (IRM/CIO)
___
Records Management Officers (RMO)

EVERYONE is responsible
3 →

All Employees AND Contractors and Third Parties

For resources, websites & contacts
4 →

- Records Management Interagency Coordinating Council
- Texas State Library and Archives Commission
- Department of Information Resources
- Office of the Attorney General

- Your agency RMO: _____

WHAT ARE RECORDS? Almost anything you create or receive falls under the legal definition of a state record. The state records laws and TSLAC's administrative rules set out requirements you must follow.

WHY ARE RECORDS IMPORTANT? Records are valuable Texas assets. Government & citizens alike rely on records' reliability, accuracy and authenticity.

WHAT DO I NEED TO KNOW? Each state agency and university employee (EVERYONE) is responsible for following the laws and rules for creating, maintaining, and properly disposing of state records and public information. Find out your agency policies.

WHAT IS PUBLIC INFORMATION? The 83rd legislature (2013) updated the definition of public information to make it clear that it includes information made in connection with the transaction of official business and contained in e-mail, instant messages, text messages, etc. regardless of whether this information resides on agency or personal devices and accounts. Check the OAG website for exact laws.

WHAT HELP IS AVAILABLE? Each of the partner agencies (listed on the next page) offers resources, training, or advice in their area of records and information management. See the RMICC website for resources and links to partner agencies.

Your agency's Records and Information Management (RIM) Team is responsible for creating policies and procedures, retention schedules, staff training, and more. Agency staff roles include:

1 ➡ **Agency Execs**

Records and Information Management starts at the top. The Agency Head is ultimately responsible. The executive leadership and management team may include legal, administration, audit, program areas, information technology, and more.

2 ➡ **Information Resources Manager (IRM/CIO)**

This is the person responsible for information technology as required by statute and rules. Could be agency Chief Information Officer (CIO). (Contact DIR)

2 ➡ **Records Management Officer (RMO)**

This is either the Agency Head or the person designated by Agency Head to fulfill these duties. (Contact TSLAC)

2 ➡ **Public Information Officer (PIO)**

Your agency may have a combination of people responsible for open records. This is not always called the PIO. Your agency might have web pages to let the public know who to contact to make a request by e-mail or fax.

3 ➡ **All staff play a role**

Everybody creates or receives records. Some roles might be called records liaisons, records owners, records custodians, records creators, etc.

3 ➡ **Contractors and third parties**

When they have government records and information, include them, too

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4 ➡ **Your partners in Records and Information Management**

Texas State Library and Archives Commission — www.tsl.texas.gov

R·M·I·C·C
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
www.rmicc.state.tx.us

THE ATTORNEY GENERAL ★ TEXAS ★
www.texasattorneygeneral.gov

DIR — www.dir.texas.gov

Your Agency's RIM Team

Contact info here: _____

RECORDS AND INFORMATION MANAGEMENT FOR STATE AGENCIES AND STATE UNIVERSITIES

R·M·I·C·C
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL

www.rmicc.state.tx.us

RMICC studies records management issues and makes improvements to state records management. This group meets quarterly. See website for links to resources, meetings, and reports. RMICC delivers a biennial report to the legislature regarding activities and recommendations.

See website Resources link for this brochure and links to partner agencies.

Texas State Library and Archives Commission

Preserving yesterday, informing today, inspiring tomorrow.

www.tsl.texas.gov

SLRM

www.tsl.texas.gov/slrm
slrminfo@tsl.texas.gov

ARIS

www.tsl.texas.gov/landing/archives.html

STATE AND LOCAL RECORDS MANAGEMENT DIVISION (SLRM)

SLRM helps state agencies and local governments establish and implement records and information management programs.

RECORDS MANAGEMENT ASSISTANCE SERVICES: Training, Consulting, Records Retention Schedules, *The Texas Record* www.tsl.texas.gov/slrm/blog

STATE RECORDS CENTER SERVICES: Store inactive records in paper, microfilm, electronic formats, Disaster Recovery Vault, and Microfilming services

ARCHIVES & INFORMATION SERVICES DIVISION (ARIS)

The Texas State Archives preserves and documents the heritage and culture of Texas by identifying, collecting, and making available for research the permanently valuable official records of Texas government. Maintaining the official history of Texas government, the State Archives includes archival government records dating back to the 18th century.

By these records, all three branches of Texas government are accountable to the people. Taken together, the holdings of the Texas State Archives provide a historical foundation for present-day governmental actions and are an important resource for Texas studies.

DIR

www.dir.texas.gov
Technology in Texas Leadership, Solutions, Savings for Government and Education

DIR provides a statewide leadership role by leveraging the state's investment in shared technology, protecting technology assets and citizen privacy, simplifying access to government services and information, and promoting the innovative use of technology across the state.

IT LEADERSHIP: Each agency has an Information Resources Manager (IRM)
DIR CALENDAR: Training and events – from free webinars to conferences
COMMUNITIES AND EMAIL DISCUSSION LISTS

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www.texasattorneygeneral.gov

OPEN GOVT. HOTLINE:
512-478-6736 or 877-673-6839

OPEN GOVT. COST HOTLINE:
512-475-2497 or 888-672-6787

The **OFFICE OF THE ATTORNEY GENERAL** issues rulings and decisions that determine whether information is open to the public under the Public Information Act (PIA) and other applicable laws. The **OAG** is also dedicated to educating the public and officials of their rights and responsibilities under the PIA. To that end, the **OAG** maintains an informative website, publishes the PIA handbook, operates two toll-free hotlines, and hosts or participates in various training sessions throughout the year. Finally, the **OAG** maintains an Enforcement Section that handles written, informal complaints concerning requests for information as well as, complaints of overcharges.

The **OAG** publishes the Open Meetings Act (OMA) handbook and does training on OMA.

PUBLICATIONS UPDATED BIENNIALLY: Public Information Act Handbook & Open Meetings Act Handbook.

TRAINING AND CONFERENCE: One-hour video training for each Act & Annual Open Government Conference.