

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
January 8, 2009

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Thursday, January 8, 2009 at the Capitol Extension in Room E1.014.

MEMBERS PRESENT

Teresa Morales, Chair
Brian Rawson, Vice-chair
Julie Leung, Member
Cathy Hartman, Member
Monica Olgilvie, (representing Zindia Thomas)
Peggy Rudd, Member

MEMBERS NOT PRESENT

Hope Morgan, Member
Simon Skedd, Member
Zindia Thomas, Member
Dan Procter, Member

GUESTS

Tim Nolan, Texas State Library and Archives Commission (TSLAC)
Martha Richardson, Department of Information Resources (DIR)
Kay Steed, Employees Retirement System

I. CALL TO ORDER

A quorum being present, Chair Teresa Morales called the meeting to order at 10:00 a.m.

II. WELCOME

Upon convening the meeting, the Chair then welcomed all persons in attendance at this meeting.

III. ROLL CALL/INTRODUCTION OF COUNCIL MEMBERS AND/OR SUBSTITUTES

The Chair called for the introduction of RMICC members. As shown above, the record of the meeting reflects that Ms. Hope Morgan, Ms. Zindia Thomas, Mr. Dan Procter, and Mr. Simon Skedd were not present at this meeting. The record of the meeting further reflects that Ms. Monica Olgivie from the Office of Attorney General was on hand to represent Ms. Thomas in her absence.

IV. APPROVAL OF THE JULY 8, 2008 MINUTES

Minutes to the RMICC meeting held July 10, 2008 were approved as follows:

MOTION made by Ms. Peggy Rudd, seconded by Mr. Brian Rawson, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held July 10, 2008, as presented.

V. PROJECT UPDATE FOR MANAGING DIGITAL INFORMATION COMMITTEE – MARTHA RICHARDSON, DEPARTMENT OF INFORMATION RESOURCES

Ms. Martha Richardson from the Department of Information Resources provided the status of the Records Management Best Practices for Managing Digital Information Committee's progress. The committee focus group met on July 22, 2008 and agreed to the following.

Purpose of Committee:

- Using appropriate information technology and management practices.
- Efficient conduct of State business.
- Make recommendations to Texas State Library and Archives Commission (TSLAC).
- Drawing on available resources.

The committee will develop best practices.

For the management of existing electronically stored information (ESI).

For the information architecture and governance for the life-cycle management of future electronic information.

For long term preservation of ESI with historical value.

Focus and Workgroup Goals

To develop guidelines/best practices for managing digital information that promote life-cycle management and are concise, understandable, user-friendly, and in compliance with state laws and rules for records management accessibility.

To research and recommend if the House of Representative's Government Reform Committee should introduce legislation during the 81st Legislative Session relating to how electronic documents can be created, maintained, exchanged, and preserved by the state in a manner that encourages appropriate government control, access, choice, interoperability, and vendor neutrality.

Actions taken at Focus Group Meeting

Establish three workgroups

- 1) Focus on Texas
 - a. What laws and rules currently exist?
 - b. What data has already been collected by DIR?
 - c. Which agencies have implemented Records Management Applications (RMA)?
- 2) Focus on International/National Resources
 - a. What can be obtained from NARA, Sedona, ARMA, and others?
- 3) Focus on Technology
 - a. Look at architecture, infrastructure.

Agreed to develop glossary:

Will be looked at by group as a whole.

Will look at Sedona Conference as a start.

Work Group Activities to Date

Texas Work Group:

- Developing questions for a survey to determine the status of electronic records management in state agencies and universities.
- Working with DIR staff responsible for the Information Resources Deployment Review (IRDR) to see if the questions can be included in the IRDR instructions. Agencies will get questions for the review in the summer of 2009 with DIR's report due in December 2009.
- Working on survey question about use of open document format similar to surveys issued by the states of Minnesota and New York. Waiting for guidance from Legislature before continuing with this.

National/International Work Group:

- Developing best practices for digitization projects.

Technology Work Group

- Developing Electronic Records Management Extension for the Project Delivery Framework.

Highlights

- Enthusiastic and knowledgeable work group participants.
- Use of GoToMeeting program over the internet to cut down on travel and meeting preparation time.

Issues

- Participants unable to attend scheduled meetings.
- Participants resigning from work group.
- Three separate projects are taking a lot of time and may need to be prioritized so that not all are expected to be completed by March 31, 2009.

Recommended priority:

1. Electronic Records Management Extension for Framework (revisions must be ready by end of April).
2. Survey questions for inclusion in IRDR by beginning of summer.
3. Best Practices for Digitization (not dependent on particular time).
4. RMICC approved of this priority list.

VI. SELECTION OF NEW OFFICERS

Ms. Teresa Morales announced her retirement from the State Comptroller's Office and from chair of RMICC effective January 30, 2009. Ms. Morales indicated that since Mr. Brian Rawson was vice-chair of the council that he should become the new chair of RMICC.

MOTION made by Ms. Peggy Rudd and seconded by Ms. Teresa Morales and carried unanimously to select Mr. Brian Rawson as the new RMICC chair and select Ms. Cathy Hartman as vice-chair. Ms. Hartman noted that the rules of RMICC prevent her from becoming chair.

VII. NEW BUSINESS

Mr. Tim Nolan from TSLAC presented an update of educational opportunities and conferences.

1. The e-Records Conference co-hosted by TSLAC and DIR was a successful event even though the venue changed at the last minute from the Pickle Center to the new AT&T Conference Center on the University of Texas campus. Nearly 300 individuals representing over 60 agencies and 14 exhibitors attended the conference. The annual conference emphasized a systematic approach to managing digital information using recognized records management principles. The featured speaker was Barclay T. Blair, a consultant and internationally acclaimed speaker and author specializing in the compliance, policy, and management issues of information technology.
2. Mr. Nolan said that the conference for 2009 was tentatively scheduled for November 6, 2009. The topics are to be announced later but he said that he hopes to have several state agencies give presentations and case studies on best practices for managing electronic information.
3. Mr. Nolan also noted an upcoming conference of interest to the council. This one is sponsored by the National Archives and Records Administration and will be held at the Omni Hotel in Austin on April 14 and 15, 2009.

VIII. PUBLIC COMMENT

No public comments were made at this meeting.

IX. NEXT MEETING

No meeting was scheduled at this time.

In the absence of any further business, the meeting stood adjourned at 10:45 a.m.



BRIAN RAWSON, CHAIR
Records Management Interagency Coordinating Council Meeting