

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
January 10, 2008

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Thursday, January 10, 2008 at 10:00 a.m. at the Capitol Extension in Room E1.010.

MEMBERS PRESENT

Teresa Morales, Chair
Cathy Hartman, Member
Julie Leung, Member
Dan Procter, Member
Karen Rabon, Member

MEMBERS NOT PRESENT

Brian Rawson, Vice-chair (Represented by Martha Richardson)
Peggy D. Rudd, Member (Represented by Michael Heskett)

GUESTS

Kris Burrows, Texas Legislative Council
Eva Dechene, Texas Facilities Commission
Linda Fernandezlopez, Office of the Attorney General
Alejandra Flores, State Law Library
Paula Harris, Office of the Attorney General
Stephanie Jones, Texas Department of Agriculture
Chris LaPlante, Texas State Library and Archives Commission
Tim Nolan, Texas State Library and Archives Commission
Scott Reilly, University of Texas School of Information
Susan Rhyne, Railroad Commission of Texas
Kay Steed, Employees Retirement System of Texas
Janice Vastine, Texas House of Representatives

I. CALL TO ORDER AND WELCOME

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

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

Chair Teresa Morales called for the introduction of RMICC members. As shown above, the record of this meeting reflects that Ms. Martha Richardson (Department of Information Resources) and Dr. Michael Heskett (Texas State Library and Archives Commission) attended the meeting on behalf of Vice-chair Brian Rawson and Ms. Peggy Rudd, respectively.

III. APPROVAL OF MINUTES FROM LAST MEETING – OCTOBER 31, 2007

Minutes to the RMICC meeting held on October 31, 2007 were approved as presented by a unanimous show of hands.

IV. JOB DESCRIPTION COMMITTEE REPORT

Mr. Tim Nolan of the Texas State Library and Archives Commission addressed the RMICC regarding a drafted position description for state records management officers (RMOs) as developed by the RMICC's Job Description Committee. The position description was developed due to the RMICC's stated concern at its October 31, 2007 meeting regarding the absence of qualifications and educational requirements for RMOs. It is the RMICC's intention to perhaps seek legislation regarding the inclusion by the Office of the State Auditor of an RMO job description within its state job classification system.

Mr. Nolan stated that the position description for a Program Specialist V presented at this meeting was geared mainly for larger state agencies. Based on input from various sources, the description attempts to address six core competencies as published by the Association of Records Managers. These are areas of knowledge that have been standardized from an industry-wide perspective of the necessary job skills for an RMO.

Job Description Committee members are as follows: Ms. Paula Harris (Office of the Attorney General), Ms. Stephanie Jones (Texas Department of Agriculture), Mr. Tim Nolan (Texas State Library and Archives Commission), Ms. Teresa Morales (Comptroller of Public Accounts), and Ms. Martha Richardson (Department of Information Resources).

During the RMICC's review of the drafted description, Mr. Dan Procter suggested that paragraph 4 under Knowledge and Skills perhaps be modified for clarity.

Mr. Nolan noted that position descriptions for RMOs would need to conform to the needs and requirements of small and mid-size state agencies as well. This will result in multiple types of job descriptions. He cautioned that the most difficult job description to be developed is that for small state agencies due to their staff make-up and

organization, which often results in the multi-tasking of employees in records management roles.

Ms. Cathy Hartman inquired if the drafted description would be applicable to RMOs at state universities. Mr. Nolan answered affirmatively.

In conclusion, the Job Description Committee will continue its review of the drafted position description and will resubmit it to the RMICC at a future meeting for further discussion.

Included as Exhibit A in these Minutes is a copy of the drafted Program Specialist V position description for an RMO position as presented at the RMICC meeting.¹

V. NEW BUSINESS

Dr. Michael Heskett of the Texas State Library and Archives Commission announced the upcoming distribution of a report on federal rules regarding electronic records management. The report was developed by the Office of the Attorney General (OAG) in coordination with the Texas State Library and Archives Commission (TSLAC). Scheduled for distribution in the ensuing week, Dr. Heskett urged all RMOs to review the report, to incorporate any necessary changes in their agency's records management, and to share data with their agency's upper management.

Ms. Cathy Hartman inquired as to whether the report would be provided to state depository libraries and also requested that the University of North Texas receive a copy. It was Ms. Hartman's opinion that information contained within the report would be of interest to the public. Dr. Heskett assured Ms. Hartman that her comments would be considered.

In addition, Dr. Heskett informed RMICC members that the House Government Reform Committee, chaired by Representative Bill Callegari, will hold a public hearing on Friday, February 15, 2008 at 1:30 p.m. at the Capitol Extension in Room 32.014.

The purpose of the committee meeting is to research, investigate, and make recommendations on how the state can create, maintain, exchange, and preserve electronic documents in a manner that encourages appropriate government control, access, choice, interoperability, and vendor neutrality. Among other items, the committee will consider public access to information, expected storage life of electronic documents, costs of implementation, and savings.

Dr. Heskett informed RMICC members that Ms. Peggy Rudd, Director and Librarian of TSLAC, recommended having the RMICC appear before this committee at its scheduled hearing to provide a statement or testimony. The TSLAC plans to testify before the committee. The RMICC concurred with Ms. Rudd's recommendation and plans to have a statement prepared for the committee hearing.

¹ Exhibit A – Program Specialist V Position Description for an RMO

Ms. Martha Richardson provided RMICC members a copy of a strategic plan for information resources management as issued by the Department of Information Resources (DIR). Ms. Richardson informed RMICC members that DIR is depending on each state agency's support by basing its respective strategic plan on DIR's plan. It was noted that one of DIR's main goals through its strategic plan is to enhance statewide technology management collaboration of strategies by providing leadership and support in making state information available to all users. The plan states that DIR will collaborate with TSLAC and other agencies in developing policy procedures, guidelines, and best practices for managing digital information. Additionally, the plan calls for collaboration with TSLAC in providing training on records management and for collaboration with OAG, TSLAC, and other state agencies to update records management guidelines.

Ms. Richardson informed the RMICC that it was the desire of the DIR Executive Director, Mr. Brian Rawson, to also have RMICC support and input in this endeavor. Consequently, RMICC Chair Teresa Morales called for the formation of a committee to assist DIR in identifying and setting priorities within the plan. Members of the committee were appointed as follows: Martha Richardson (DIR), Dr. Michael Heskett (TSLAC), Ms. Eva Dechene (Texas Facilities Commission), Kay Steed (Employees Retirement System), Kris Burrows (Texas Legislative Council), Linda Fernandezlopez (OAG), and Stephanie Jones (Texas Department of Agriculture). Ms. Richardson was asked to serve as committee chair, subject to approval by the DIR executive director.

As an additional note, Mr. Tim Nolan of TSLAC, cautioned RMICC members against developing any guidelines that would conflict with those currently in place at state agencies.

VI. PUBLIC COMMENT

Ms. Linda Fernandezlopez from the Office of the Attorney General announced that Amy Price from 211/United Way and Carolyn Counterman from the Texas Information and Referral Network, who are well versed on the Blue Pages subject matter listings were most interested in addressing the RMICC at a future meeting. The intent of their presentation is to provide statistics, inform how the public may be reached, and advise how the public may be better served. The RMICC membership was receptive to the offer and requested Ms. Fernandezlopez to act as its contact person in placing Ms. Price and Ms. Counterman on the agenda of a future RMICC meeting.

VII. NEXT COUNCIL MEETING – THURSDAY, APRIL 10, 2008 – CAPITAL EXTENSION ROOM: 31.010

The RMICC scheduled its next meeting for Thursday, April 10, 2008. The meeting will be held at the Capitol Extension in Room E1.010 at a time yet to be announced.

VIII. ADJOURNMENT

In the absence of any further discussion, the RMICC meeting stood adjourned at 11:30 a.m.

A handwritten signature in cursive script that reads "Teresa T. Morales". The signature is written in black ink and is positioned above a horizontal line.

TERESA T. MORALES, CHAIR
Records Management Interagency Coordination Council