

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 1, 2016

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 1, 2016, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Daniel Julien, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Vincent Houston, Member
Hope Morgan, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Maryrose Hightower-Coyle, The University of Texas at Austin
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Emma Martin, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Kay Steed, Employees Retirement System of Texas
Marianna Symeonides, The University of Texas at Austin

I. CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:04 p.m.

II. APPROVAL OF THE DECEMBER 1, 2015 MINUTES

Mr. Michael Reagor noted a misspelling in the minutes as presented. The minutes to the Council meeting held December 1, 2015 were approved as follows:

MOTION made by Mr. Todd Kimbriel, seconded by Mr. Mark Smith, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 1, 2015, as corrected.

III. AGENDA ITEM 2 – SB20 CONTRACT RECORDS RETENTION UPDATE

Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) gave an update on SB20 contract records retention.

- Mr. Kelso noted SB20 changed the retention period for contract records to seven years following the close or expiration of a contract. Guidelines are expected from the Comptroller of Public Accounts, he said.
- In January, TSLAC sent an email to agency records management officers that included TSLAC’s interpretation of the new requirements. The email generated a large number of questions from the records management officers (RMOs), Kelso said. Due to the response, Mr. Kelso, Ms. Sarah Jacobson, and Mr. Mark Smith met with representatives from the Honorable Jane Nelson’s office to determine more fully the legislative intent of the bill.
- Questions from RMOs primarily consisted of three items: what constitutes a “contract”, what is the definition of “solicitation documents”, and what is the retention trigger date.
- Further action is expected during the next legislative session to address some of the concerns regarding SB20, Mr. Kelso said. Further guidance will be provided to agency RMOs, he added. New administrative rules will be presented to TSLAC at the commission’s April board meeting, and submitted to the *Texas Register*. Mr. Reagor asked if the information would be sent to the RMOs before the April commission meeting and before publication in the *Texas Register*. TSLAC intends to inform RMOs of the publication and ask for comments, Mr. Kelso said. Comments will be published in the *Texas Register*, making them available for viewing by legislative staff, Mr. Smith noted. The publication will be noted at the April 14 RMO meeting as well, Mr. Kelso said.

IV. AGENDA ITEM 3 – APRIL 14 STATE RMO MEETING UPDATE

- The second annual state RMO meeting will be held on April 14. One session will focus on the services TSLAC offers for RMOs. General sessions will focus on SB20 requirements as well as TexLinx, Mr. Kelso said. After the general sessions, breakout sessions will offer RMOs information based on agency size, he added. Information about the university records retention schedule and the SACC records management subcommittee will be presented at the meeting as well.
- Ms. Hermesmeyer said the meeting is one of few networking opportunities available for RMOs. Mr. Kimbriel noted such meetings could be held more frequently. Mr. Kelso said the meeting had been scheduled in non-legislative session years and in the spring to avoid competing with the e-Records

conference. The meeting could be an annual event. Ms. Hermesmeier and Mr. Kimbriel noted that April is a good time for the meeting, even during legislative session years. April is Records Management Month, Mr. Kelso added.

V. AGENDA ITEM 4 – e-RECORDS 2016 CONFERENCE PLANNING UPDATE

- The 2016 e-Records Conference is tentatively scheduled for November 4, Ms. Nan Pfiester of TSLAC said. A call for presentations will be issued soon, she said. Mr. Stephen Quick asked why the conference had been moved to Friday instead of Tuesday as usual. Ms. Pfiester noted meeting rooms were not available at The Commons Learning Center on a suitable Tuesday. Mr. Kelso added the conference is in need of a larger venue, and asked members for feedback about possible locations.

VI. AGENDA ITEM 5 – e-RECORDS RULES UPDATE WORKGROUP UPDATE

- Ms. Pfiester said the e-Records Rules Update workgroup has been meeting twice a month since December. The group is made up of diverse members from both government and the private sector, she noted. In general, the workgroup intends to make the rules less specific in order to accommodate rapidly changing technology, she said. Current rules include references to obsolete technology and standards. The draft rules will be distributed for comments to RMOs in early May, Ms. Pfiester said. The draft rules will be presented to TSLAC at the commission's June meeting as well.

VII. AGENDA ITEM 6 – UPDATE ON THE SACC'S RECORDS MANAGEMENT SUBCOMMITTEE

- Ms. Hermesmeier noted the State Agency Coordinating Committee (SACC) has formed a records management subcommittee, but the subcommittee has not yet met. She is offering to help the subcommittee organize its first meeting to elect officers and start creating a charter. Mr. Kelso will assist as well, she said. Since neither TSLAC nor the Office of the Attorney General are members of SACC, Ms. Hermesmeier and Mr. Kelso are not eligible to serve on the subcommittee.
- Mr. Kimbriel noted the charter for the subcommittee could include provisions for a seat for RMICC on the subcommittee.

VIII. AGENDA ITEM 7 – ELECTRONIC RECORDS REVIEW PANEL UPDATE

Mr. Mark Myers of TSLAC updated the Council on the Electronic Records Review Panel (ERRP).

- The panel met for the first time on February 16, and plans to meeting monthly, he said. Meetings will be held on the third Tuesday of every month at TSLAC.
- ERRP can function as the “eyes and ears” for the Council as far as records management activities and efforts happening across the state, Mr. Myers said. Both Mr. Myers and Ms. Pfiester are members of the data governance and sharing group, for example. ERRP members are involved with a juvenile records advisory committee, and SACC as well.
- The panel discussed the Council’s biennial report and ways the group might be included in the report, he said. The panel will focus on developing a charter, he added.
- Mr. Reagor asked about the number of members on the panel. Mr. Myers noted there are seven members. The group brings in speakers on a variety of topics as needed, he added. Ms. Hermesmeier noted the panel will be a valuable source of information for the Council.
- Mr. Smith asked if the panel anticipates having findings or recommendations to share at meetings such as the e-Records conference. Mr. Myers noted the panel will seek to gather information and coordinate records management efforts statewide.

IX. AGENDA ITEM 8 – TEXAS DIGITAL ARCHIVE (TDA) UPDATE

Mr. Myers gave a short demonstration of the Texas Digital Archive for the Council.

- As more data has been added to the Texas Digital Archive, the need for a public access interface has increased, Mr. Myers said.
- In November, TSLAC hired an additional electronic records specialist. Mr. Brian Thomas was an intern at TSLAC before working at the South Carolina state archives. While at the South Carolina archives, Mr. Thomas assisted with implementing the same type of Preservica system as the Texas Digital Archive, Mr. Myers said.
- When records are added to the Texas Digital Archive, the records can be public or restricted. For instance, images master files are in .tiff format, while the image used for presentation is a .jpg. Mr. Kimbriel asked if the images can be downloaded from the archive. Mr. Myers noted they can be downloaded.
- TSLAC updated the agency website recently as well, Mr. Myers said. The archive mirrors some of the look of the TSLAC agency website, and site navigation and search features are similar as well.
- Audio and video files are available through the archive, and digital image collections held by TSLAC are being added to the archive as well. Also, information from some smaller state agencies is being included in the archive.
- Images must be downloaded to be magnified, Mr. Myers noted. Full text search is available for documents, and metadata information is available for searching audio and video resources.
- The archive contains about nine terabytes of data at the present time, Mr. Myers said. Approximately six terabytes of the archive is the information obtained from Governor Rick Perry’s administration.

- Mr. Smith asked about plans for including other state agencies in the archive. Mr. Myers noted work is ongoing to add the Office of the Attorney General and the Texas Historical Commission to the archive. TSLAC will focus on streamlining methods for integrating records into the archive and setting up regular transfers of information.
- The archive is now housed in the Amazon government cloud rather than the Amazon public cloud, Mr. Myers said. Mr. Kimbriel noted the servers for the Amazon government cloud are all housed in the United States rather than worldwide. Mr. Smith asked if there were additional restrictions for the Amazon government cloud. Mr. Kimbriel noted the contract with Amazon did include additional restrictions. Information in the Amazon government cloud is encrypted at rest without additional charge, Mr. Myers said. In the Amazon public cloud, this encryption carries a fee.
- Between 12 and 17 states are using or starting to implement the Preservica system, Mr. Myers noted. Only three states – Texas, South Carolina and Massachusetts – have a public portal.
- Mr. Smith indicated that TSLAC will be asking for additional appropriations during the next legislative session to facilitate adding more agencies to the archive.

X. REQUEST FOR POSSIBLE CANDIDATES TO FILL THE COUNCIL POSITION FOR PUBLIC SENIOR COLLEGE OR UNIVERSITY AUXILLIARY VOTING MEMBER

- Ms. Hermesmeyer asked Council members to suggest possible candidates to fill the public senior college or university auxiliary member position on the Council vacated by the retirement of Ms. Cathy Nelson Hartman. She noted the member is required to hold a faculty-level position at their college or university, which narrows the pool of potential candidates.
- Mr. Reagor asked about the timeline for filling the position. Ms. Hermesmeyer noted the Council meets in June, and could consider potential candidates at that time. A new member could be in place by the September 1 meeting, she noted.

XI. DISCUSSION OF RMICC BIENNIAL REPORT 2015-2016

- Ms. Hermesmeyer noted the biennial report is due by November 1, 2016, leaving the Council only the June and September meetings before the due date.
- Ms. Hermesmeyer asked for a council member to volunteer to assist with feedback and review of the report, and if TSLAC would have staff members available for assistance as well.
- The framework of the report could be presented to the Council at the June meeting, and the final draft could be available for the September meeting. Ms. Hermesmeyer noted that previous reports have required extra Council meetings to be called to complete the report.

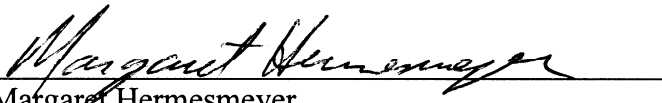
XII. OTHER BUSINESS

No other business.

XII. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 2:53 p.m.

A handwritten signature in cursive script, reading "Margaret Hermesmeyer", is written over a horizontal line.

Margaret Hermesmeyer
RMICC Chair