

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 3, 2015

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 3, 2015, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Vincent Houston, Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member
Steve Woodall (representing Cathy Nelson Hartman), Member

GUESTS

Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Angela Ossar, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Laura Saegert, Texas State Library and Archives Commission
Kay Steed, Employees Retirement System of Texas
Erica Wilson, Texas State Library and Archives Commission
Bonnie Zuber, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:03 p.m.

II. APPROVAL OF THE DECEMBER 2, 2014 MINUTES

Mr. Todd Kimbriel noted a duplicate paragraph on page five of the draft minutes. The minutes to the Council meeting held December 2, 2014 were approved as follows:

MOTION made by Mr. Daniel Julien, seconded by Mr. Todd Kimbriel, and carried unanimously to approve the minutes of the meeting of the

Records Management Interagency Coordinating Council held March 3, 2015, as corrected.

III. AGENDA ITEM 2 – REPORT FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

Ms. Angela Ossar of the Texas State Library and Archives Commission (TSLAC) gave an update from the Universities Records Management Committee (URMC).

- Ms. Ossar noted that the URMC lost a member, as Mr. Michael Reagor is now with the State Auditor’s Office. She said Mr. Reagor made significant contributions to the URMC and will be missed by the committee. Additionally, Ms. Marianna Symeonides of TSLAC has joined the URMC as a member. Ms. Symeonides has attended URMC meetings since July 2013, Ms. Ossar said.
- Ms. Symeonides will be developing and will chair the University Health Task Force (UHTF) for the URMC, Ms. Ossar said. UHTF members will be Ms. Symeonides, Ms. Ossar, Mr. Steve Woodall, Ms. Anneliese Worley, Ms. Anne Comeaux, and Ms. Erinn Barefield. Ms. Worley and Ms. Comeaux are new members of the URMC, Ms. Ossar noted.
- The UHTF has held three meetings and discussed 11 records series. The UHTF is targeting May or June for finalizing review of health records.
- The University Records Retention Schedule subcommittee (URRS) has completed 269 items, Ms. Ossar said. Only 80 of potentially 500 records series remain, she said.
- The URRS made some changes based on the new 2013 American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, Ms. Ossar said. The URRS had been using the 2010 AACRAO guidelines. Many retention periods were reduced in the new guidelines, she said.
- The URRS is currently reviewing campus police records, Ms. Ossar said. The current local government schedule for public safety records was used as a starting point, she said. URRS member Ms. Kris Toma met with a representative of the Texas State University campus police and researched what records from the local government schedule would apply to campus police departments. Other members of the URRS built on Ms. Toma’s research as well.
- Mr. Todd Kimbriel asked about the inclusion of footage from body cameras in the schedule. Ms. Ossar noted such footage is the subject of several bills filed in the current legislative session.
- The URRS is targeting August for completion of its review. The next step would be review by the full URMC, and then by TSLAC, Ms. Ossar said.

IV. AGENDA ITEM 3 – INFORMATION ON THE UPCOMING NATIONAL ASSOCIATION OF GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATORS CONFERENCE

Mr. Craig Kelso of TSLAC updated the Council on the upcoming National Association of Government Archives and Records Administrators (NAGARA) conference.

- NAGARA will host a joint annual meeting with the Council of State Archivists (CoSA) in Austin July 22 – 25, 2015. July 22 will be pre-conference workshops, Mr. Kelso said. The conference will end on the morning of July 25, he noted.
- Approximately 21 presentations have been accepted for the program, Mr. Kelso said. Presentations will be from federal, state and local government. Subjects will include electronic records management, social media, and improving records management training.
- The Archivist of the United States will be a keynote speaker, Mr. Kelso said. Several other national speakers will be featured as well.
- Mr. Kelso is a member of local arrangements committee for the conference. A reception is tentatively scheduled for Thursday July 23 at the Bullock Texas State History Museum, Mr. Kelso said. The committee is still searching for a location for the reception to be held Friday July 24, he said. Optional local tours will be held on Saturday July 25. The committee is seeking information regarding tours or other events being held in Austin Saturday July 25, he said.
- The conference will be held at the Sheraton at IH-35 and 11th Street, Mr. Kelso said. Mr. Kimbriel asked if the conference was open to anyone. Mr. Kelso said anyone is encouraged to attend – not just records managers or archivists. Registration fees for the conference have been about \$220 in past years, Mr. Kelso said. The NAGARA conference is one of the few national conferences geared towards government rather than vendors or private industry, he said.
- Mr. Michael Reagor asked when registration would open. Mr. Kelso said he expected it to open soon.

V. AGENDA ITEM 4 – UPDATE ON THE INFOLINX PROJECT

Mr. Kelso provided information to the Council regarding the Infolinx project.

- TSLAC has set a deadline for acceptance of the functional copy of the Infolinx project for the first two weeks of April, Mr. Kelso said. Rollout is anticipated starting May 1, he said. The project allows TSLAC to have a single system for all billing, Mr. Kelso said. Agencies will be able to see all of their holdings in the system as well.
- Email and blog posting announcements about the launch of the new system are forthcoming, Mr. Kelso said.
- Eventually, all retention schedules will be included in the system, Mr. Kelso said. Existing information will be rolled over, and as agencies

recertify their individual schedules they will be updated in the Infolinx system.

- Mr. Mark Smith asked if there was a role for RMICC regarding the transition to the Infolinx system. Mr. Smith asked if there were any issues arising from moving agencies to the new system as well. Mr. Kelso noted that TSLAC staff will work with agencies regarding training for the new system.
- Mr. Todd Kimbriel suggested the RMICC member agencies might lend support to the project by being among the first agencies to transition to the new system. Ms. Margaret Hermesmeier suggested Council members might raise awareness of the new system by making presentations to interested professional groups. Mr. Kimbriel said he would contact the State Agency Coordinating Committee (SACC) and ask to add such a presentation to the agenda for their May meeting.

VI. AGENDA ITEM 5 – REPORT ON THE 2015 e-RECORDS CONFERENCE

- Ms. Nanette Pfiester of TSLAC told the Council that the 2015 e-Records conference will be held on November 17 at the Commons Conference Center. The conference will be held later this year due to the NAGARA conference, she said. Agenda items are being developed and a call for presentations will be issued, she added.

VII. AGENDA ITEM 6 – TSLAC UPCOMING ADMINISTRATIVE RULEMAKING

- A workgroup will be created following the current legislative session to address needed updates to TSLAC's administrative rules, Ms. Pfiester said. Rules to be addressed are found in the Texas Administrative Code under Title 13, Chapter 6, Subchapter C. The rules were first effective in 2000 and were updated in 2003 and 2005, Ms. Pfiester said.
- TSLAC will include DIR in the workgroup as the rules concern electronic records, Ms. Pfiester said. A draft copy of the rule changes may be distributed for public comment as soon as February 2016, Ms. Pfiester said.
- Ms. Hope Morgan suggested the 2015 e-Records conference could be used as a resource for the rulemaking workgroup.

VIII. AGENDA ITEM 7 – LEGISLATIVE UPDATE, INCLUDING SENATE GOVERNMENT ORGANIZATION COMMITTEE'S INTERIM REPORT ON REPORTING REQUIREMENTS

- Ms. Pfiester told the Council that approximately 3000 bills have been filed so far. TSLAC is evaluating the bills for possible impacts on records series as well as records management and retention periods, she said.

- The Texas Supreme Court is considering a change to the Texas Rules of Civil Procedure that could allow individuals to be served court notices via social media, Ms. Pfiester said.
- Many of the bills filed focus on contracting, she said. Several bills focus on the use of hand-held devices for texting, both regarding the general public as well as specifically regarding state employees in a state-owned vehicle or on state time doing state business.
- Several bills have been filed regarding broadcasting open meetings or posting such broadcasts, Ms. Pfiester said. Some bills also concern archiving of open meetings broadcasts.
- A number of bills have been filed regarding transparency for state and local governments. One bill of note would allow local governments to direct users to their website to fulfill public information requests, she said.
- HB 1764 expands the definition of public information and who the owner is for public information, Ms. Pfiester noted.
- Mr. Kelso noted HB 1799 concerns the Uniform Electronic Legal Materials Act. The bill is specific to legal publications, and prescribes standards for protecting, preserving, and maintaining such records. As filed, the bill concerns the Texas Constitution, Texas Statutes, and Texas Administrative Code, Ms. Pfiester said. Ms. Hermesmeier asked if the bill included authentication of such records as well. Mr. Kelso indicated that authentication was a component of the bill, and the bill focuses on structure as well as content of the records.
- Mr. Smith noted that TSLAC's request for funding of a digital archive has been recommended for inclusion in the budget markup. At the request of the House Appropriations Committee, TSLAC attempted to quantify the long-term costs of the Texas Digital Archive, and presented the information to the committee in letter format in late February.
- As part of the information presented to the committee, TSLAC included projections about the schedule for adding data sets from state agencies to the archive. RMICC member agencies are projected to be added in 2016-2017 and 2018-2019, Mr. Smith said. This schedule is in part because of the Council's support of the digital archive. Support from the Council might be beneficial to help other agencies move into the digital archive as well, Mr. Smith said.
- TSLAC's exceptional item request regarding additional analysts is still pending, Mr. Smith added.

IX. AGENDA ITEM 8 – DISCUSSION AND APPROVAL OF STRATEGIC GOALS FOR THE NEXT BIENNIUM, INCLUDING RMICC CHARTER

- At the December 2014 Council meeting, the Council discussed strategic directions for the next biennium. The Council charter was identified as one of those strategic directions. Ms. Hermesmeier noted the Charter was included in the 2010 biennial report. The charter was approved at that time but never

implemented, she said. Since the charter is already drafted, implementation might be able to be done quickly, she noted.

- Other possible strategic directions identified at the December Council meeting were continued support of the digital archive, and possible metadata standards for records that could make the transition to the archive more seamless.
- Another possible strategic direction discussed concerned the possibility of providing interim study topics for the next legislative session. Additionally, the possibility of giving presentations to groups like SACC was discussed. Mr. Kimbriel noted that SACC has several subcommittees, and a records subcommittee might be appropriate.
- Ms. Hermesmeier noted the broad areas of strategic directions discussed were the Council charter, metadata standards for digital records, legislative interim study topics, continued support for the URM, support of the rollout of the Infolinx system, and support for ongoing records management training for state agencies as well as universities.
- Ms. Hermesmeier opened the floor for discussion of the proposed strategic directions. She suggested the charter could be completed quickly, but added that some of the other proposed directions would be more time-consuming. The metadata standards might require the effort of an ongoing workgroup, she said.
- Mr. Steve Woodall noted continued support of the URM and especially of the health records portion of the URS will become more important due to record keeping requirements for the new health insurance exchanges.
- Mr. Smith noted that if the digital archive project moves forward, the initial rollout of the system needs to be as successful and seamless as possible to ensure continued funding of the project.
- Ms. Hermesmeier asked the Council for volunteers to work on the proposed strategic directions. Two to three volunteers might be needed to work on the Council charter, which she anticipated could be completed in the current fiscal year. A chair for the metadata workgroup is needed as well, she said. Additionally, Ms. Hermesmeier asked if the Council supported the proposed outreach efforts regarding interim study topics.
- Ms. Morgan indicated her support of the metadata workgroup, and suggested the need to examine metadata currently included in state agency records.
- Mr. Kimbriel added his support for the charter, metadata, and outreach efforts as well. He added that standardization of metadata adds records management into development processes. Interaction with SACC and pursuing a SACC subcommittee for records management is a meaningful goal, he said.
- Ms. Hermesmeier noted the discussion was focusing on the Council charter, metadata workgroup, and SACC subcommittee for records management as strategic directions for the next biennium. She said one to two members of the Council were needed as volunteers to complete the Council charter, and at least one member to chair the metadata workgroup. Mr. Kimbriel indicated he would spearhead the effort to create a SACC subcommittee for records management.

- Mr. Quick asked if the charter was adopted in 2010. Ms. Hermesmeyer indicated minutes from the 2010 Council meetings show the charter was approved, and the Council included the charter in the biennial report. However, the charter was not published as a standalone document, she said. The charter should be published on the Council website, and followed as a procedural guide, she noted. Ms. Hermesmeyer added that since the charter was written in 2010, it should be examined for needed revisions. Ms. Morgan mentioned the information regarding the vice-chair of the Council might need revision. Mr. Smith said TSLAC staff will examine the charter for needed revisions. Ms. Hermesmeyer will participate in the charter revision as well, she said.
- Mr. Kimbriel noted the charter requires each member agency of the Council to adopt the charter policies under subchapter (F) in their own rules. The member agencies of the Council might need to examine what the charter means to their own daily procedures, he said.
- Mr. Smith noted that Mr. Mark Myers of TSLAC would be a good resource to lead the metadata workgroup. Ms. Morgan offered her assistance to the workgroup as well. Mr. Kimbriel noted it would be appropriate for DIR staff to participate in the workgroup as well.
- Mr. Reagor asked Mr. Smith if the metadata standards would be incorporated into administrative rules or would just be guidelines to follow. Ms. Hermesmeyer noted that the role of the Council would be to promote best practices. Rulemaking might more appropriately be the role of TSLAC.
- Ms. Hermesmeyer listed the strategic directions for the Council for the next biennium as follows:
 - Finalize and implement Council charter
 - Support TSLAC's initiative for a digital archive by pursuing metadata guidelines and best practices for electronic records as they transition to a digital archive
 - Request a SACC subcommittee on records management
 - Continue support for TSLAC State and Local Records Management (SLRM), URMC, Infolinx and records management training
- **MOTION** made by Mr. Mark Smith, seconded by Ms. Hope Morgan, and carried unanimously to approve the strategic directions for the next biennium as listed.
- Ms. Laura Saegert suggested attending the Best Practices Exchange, to be held in Pennsylvania in October. The Exchange focuses on managing, preserving, and providing access to digital government information. Papers and other resources from past Exchanges are on the Exchange website, she said.

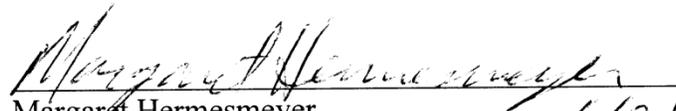
X. OTHER BUSINESS

No other business.

XI. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 3:30 p.m.


Margaret Hermesmeier
RMICC Chair

6/2/2015