MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 4, 2014

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 4, 2014, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Dan Procter, Chair
Cathy Nelson Hartman, Member
Todd Kimbriel, Member
Daniel Julien, Member
Julie Leung, Member
Hope Morgan, Member
April Norris (representing Margaret Hermesmeyer), Member
Stephen Quick, Member
Mark Smith, Member

GUESTS

Jelain Chubb, Texas State Library and Archives Commission
Maryrose Hightower-Coyle, The University of Texas at Austin
Deborah Hujar, Department of Information Resources
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
Michael Reagor, Texas State Library and Archives Commission
Marianna Symeonides, Texas State Library and Archive Commission

I.   CALL TO ORDER

A quorum being present, Chair Dan Procter called the meeting to order at 10:35 a.m.

II.   APPROVAL OF THE DECEMBER 3, 2013 MINUTES

The minutes to the Council meeting held December 3, 2013 were approved as follows:

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

Records Management Interagency Coordinating Council held December 3, 2013, as presented.

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 said that URMC member Dusty Norwood had transferred his membership to Erinn Barefield. Ms. Barefield had been attending URMC meeting on a regular basis as a non-voting member.
- URMC is still conducting bi-weekly conference calls, Ms. Ossar said. Most URMC members attend and participate in every meeting. At each meeting, members review retention benchmarks for Texas universities as well as federal, state and professional organization retention rules. Records series are examined for archival value as well.
- Approximately 10 to 20 records series are discussed at each meeting, Ms. Ossar said. The URMC has resolved 100 record series to date, with 50 items in final draft format and 50 items removed from the working draft. Approximately 250 items remain to be resolved. Target completion date for all items is in the spring of 2015, she said.
- All items in Category 1 (Administrative Records), Category 3 (Personnel Records) and Category 4 (Fiscal Records) have been resolved, she said. Currently, the URMC is discussing Category 6 (Student Records) and will move on to Category 7 (University Services Records) next. Category 6 includes 88 records, she said.
- Mr. Dan Procter asked when the URMC will bring the final draft to the Council. Ms. Ossar confirmed that the final draft is expected to be presented to the Council for review in the spring of 2015.

IV. **AGENDA ITEM 3 –UPDATE ON THE EDUCATIONAL MATERIALS PROJECT**

Ms. Nanette Pfiester of TSLAC updated the Council on the educational materials project.
- Ms. Pfiester noted the committee working on the educational pamphlet for state agencies has been a dynamic group, with 12 members representing a wide variety of state agencies. The committee has held monthly conference calls to receive feedback on the draft educational pamphlet. Feedback was received from individuals attending the annual e-Records conference as well, she said. Much of the feedback received centered on the concept that records management is the law, Ms. Pfiester said.
- The committee believes it is the Council's intent to use the pamphlet to give direction about the role of the different records management agencies and who to contact for records management information.

- Ms. Pfiester asked for feedback and further direction from the Council regarding the pamphlet. The pamphlet is meant to be distributed to state agencies and includes a place to put the agency's own logo and records management contact information, she said. It will be included in the Council's biennial report as well.
- Ms. Pfiester noted the interior of the pamphlet could be used as a poster as well, and also reproduces well in both black and white and color formats. Agencies could place the pamphlet on their own website as well, she said.
- Feedback from the Council regarding charges to the pamphlet should be made to the committee by the June Council meeting, Ms. Pfiester said.
- The pamphlet will be posted on the Council website as well, Ms. Pfiester said.
- Mr. Dan Procter suggested the Council members take the brochure back to their agencies and distribute it to management and colleagues for feedback. Ms. Hope Morgan noted she had been asked for copies of the brochure from colleagues at her agency already. Mr. Procter suggested the pamphlet be placed on the Council website with a request for comments. Any changes to the information could be approved by the Council at the June meeting, he said. Mr. Todd Kimbriel agreed with the suggestion. Mr. Procter noted he believes the pamphlet will be updated frequently.
- Ms. Cathy Hartman noted the pamphlet was easy to read, concise, attractive and exceeded the Council's expectations.
- Mr. Procter noted the Council should discuss distribution of the pamphlet at the June meeting as well. Ms. Morgan said Council members should think about developing a short informational message to present to others in addition to distributing the pamphlet. She felt the Council should have a consistent message to present if Council members are approached with questions about the pamphlet. Mr. Mark Smith agreed that the pamphlet could be a useful informational tool. Ms. Pfiester noted the pamphlet could be distributed to agency records management officers.
- In addition to the educational pamphlet, the Council had charged the committee with creating a records management resources list, Ms. Pfiester said. Due to the scope of the resources available and the frequency that such resources change, the committee felt that the TSLAC website might be a better location for the resource list.

V.   **AGENDA ITEM 4 – UPDATE ON THE REQUIRED REPORTS PROJECT**

Ms. Nanette Pfiester of TSLAC presented information to the Council regarding the *Required Reports Prepared by State Agencies and Institutions of Higher Education (Fiscal Year 2015)*.
- The required reports information is due by January 1, 2015, but the Legislative Budget Board (LBB) has asked TSLAC to complete the report by mid-November, Ms. Pfiester said. Basic research regarding legislated changes from the 83rd Legislature is complete. The Legislative Council

assists with this research, she said. There are 96 new reports, and 106 repealed/expired/deleted reports. The total number of report is 1,176, Ms. Pfiester said. Approximately 68 reports are completed by all state agencies and universities. The report was first published in 2007, she said.

- The LBB has asked TSLAC to have all recipients assess the reports they receive this year. In the past, only the top eight or nine recipients were asked to do this, she said. Those recipients receive approximately 80 percent of all reports. TSLAC will be meeting with the LBB to assess how to accomplish this task, she said.
- The Lieutenant Governor gave an interim charge to the Senate Government Organization Committee to examine state agencies' mandated reporting practices, the necessity and utility of those reports, and reporting processes to the legislature and to the public. The charge is to make recommendations on eliminating unnecessary and duplicative reports, reducing state costs through the use of technology, and improving transparency to the legislature and to citizens. Ms. Pfiester noted that she and Mr. Craig Kelso of TSLAC will be meeting with the committee in the next week regarding what TSLAC does with the report and how it might be of assistance regarding the charge.
- Ms. Cathy Hartman noted that the Council's biennial report is due in the fall. Mr. Dan Procter confirmed the report is due November 1. He noted the Council will more than likely have work sessions starting in August or sooner to complete the report.
- Ms. Pfiester noted that in some new legislation contains expiration dates for one-time reports and committees. Additionally, SB326 (82nd Legislature) requires all agencies undergoing sunset review must present information about their required reports to the Sunset Commission. The Sunset Commission then recommends to the legislature which reports should be eliminated, combined, etc.

VI.   AGENDA ITEM 5 – UPDATE ON THE e-RECORDS CONFERENCE DATE
- Ms. Nan Pfiester noted the annual e-Records conference is scheduled for November 18, 2014, at The Commons Conference Center on the JJ Pickle Research campus. TSLAC will meet with DIR in the near future to discuss topics, potential speakers, and issue a call for presentations.

VII.   AGENDA ITEM 6 – DIR-TSLAC COLLABORATION ON eRECORDS INITIATIVES

- Mr. Craig Kelso of TSLAC updated the Council on recent developments at TSLAC and their collaborative efforts with DIR.
- In January, Ms. Jelain Chubb, and Mr. Kelso of TSLAC met with Ms. Deborah Hujar of DIR regarding a new plan for developing and implementing an eRecords archive. These collaborative meetings were to be held monthly until the next legislative session, he said, with the aim of

being able to educate legislators regarding the need for the eRecords archive. The development of an eRecords archive is a priority in the TSLAC strategic plan, he said.

- On February 11, two TSLAC commissioners were invited to the office of Governor Rick Perry to discuss transferring the Governor's records to the state archives. The transfer is to include paper records as well as electronic records, Mr. Kelso said. After several meetings with the Governor's office, TSLAC has committed to the transfer of about 10 terabytes of information. Approximately eight terabytes are media files such as videos and photos, and the remaining information is documents, databases, and spreadsheets, Mr. Kelso said.

- Estimated timeframe for completing the transfer is about 10 months, Mr. Kelso said. TSLAC is working with DIR to implement the best strategy to both preserve and manage access to the information, he said. The first phase of the project will be to accept and preserve the information. Future phases will focus on allowing outside access to the information for research, he said.

- TSLAC plans to hold monthly meetings with the Governor's office to supervise organization of the information, Mr. Kelso said. He will update the Council about the status of the project at the Council's June meeting.

- Mr. Mark Smith noted the project will give TSLAC good information to present to the next legislature regarding the need for an eRecords archive. Instead of test cases, the agency will be able to present actual information about the project. The experience gained managing this project could be leveraged for projects with other agencies, he said.

- Other agencies have been holding on to electronic records that could be considered historical records, Mr. Kelso said. TSLAC's would like to include these types of records in an eRecords archive as well, and the agency looks to expand on the current project to help make that happen, he said.

- Mr. Kelso noted that the Council of State Archives (CoSA) provides records training and issues an annual survey as a part of the State Electronic Records Initiative (SERI). Texas has typically ranked low in these surveys, but the new project should improve the ranking, he said.

- Mr. Dan Procter asked if a similar project had been done in any other state. Mr. Kelso said Kentucky had been digitizing state agency records for quite some time but was only at about one terabyte of information. Utah, North Carolina and Missouri also have strong digitizing programs, he said.

- Mr. Kelso noted Ms. Jelain Chubb of TSLAC has reached out to contacts in the records management community regarding technical specifications for other state's archives programs. Many states are willing to share information regarding their own electronic initiatives, he said.

- Mr. Smith noted that one long-term benefit for state agencies of the electronic initiative is to free the agencies from several costs, including storage costs as well as costs incurred to fulfill public information

requests. This kind of return on investment is something the Council should point out as a long-term benefit to agencies, he said.

- Mr. Todd Kimbriel said Xerox had recently completed a project for the Office of the Attorney General, and suggested the project might be a source of information to look into.
- Ms. Hope Morgan and Ms. Cathy Hartman noted the state data center has been recommended by the Council for several years. Ms. Hartman offered her assistance to Mr. Kelso, noting that her university library manages an approximately 250 terabyte archive. Her organization has both preservation and storage as well as cost control experience, she said.

VIII. OTHER BUSINESS

- Mr. Craig Kelso updated on the Council on TSLAC's Infoxlinx software project. All state retention schedules will be moved to the Infolinx database, he said. Schedules for 13 agencies have been imported already, with the majority of the remaining schedules to be imported before the system goes live in August, Mr. Kelso said. Currently, 85 agencies use the state records center, and those agencies will have online access to their stored record in the new system. The top five agencies utilizing the records center will be surveyed for feedback about the Infolinx system in the third week of March, Mr. Kelso said.
- On April 1, TSLAC will host its first meeting for all state agency records management officers, Mr. Kelso said. Many state RMOs have expressed the desire for such a meeting, he said. The meeting may become a biennial event, held on off years from the legislative session years, he said. Mr. Todd Kimbriel mentioned that more frequent, roundtable-type meetings might be useful as well. His agency participates in several of these less formal type of meetings and found them very useful.

IX. PUBLIC COMMENT

- Mr. Mark Smith noted that TSLAC continues work on its strategic plan, and asked for comments and feedback regarding how TSLAC can be of assistance to agencies regarding records management. Comments can be submitted to Mr. Smith or Mr. Craig Kelso by the end of March, he said.

In the absence of any further business, the meeting stood adjourned at 11:39 a.m.

_____
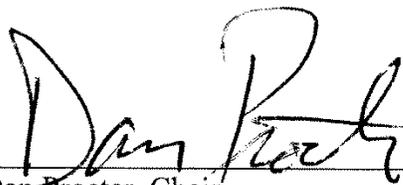
Dan Procter, Chair
Records Management Interagency Coordinating Council