

MINUTES

RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL

MARCH 6, 2002

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Wednesday, March 6, 2002, at 9:00 a.m., in the Training Room at the State Records Center.

Members Present: Laura Wisdom, Office of the State Auditor (SAO)
 Eva Dechene, General Services Commission (GSC)
 Tim Molina, Office of the Attorney General (OAG)
 Dan Procter, Office of the Secretary of State (OSS)
 Peggy Rudd, Texas State Library and Archives Commission (TSLAC)
 Carolyn Purcell, Department of Information Resources (DIR)
 Teresa Morales, Office of the Comptroller of Public Accounts (CPA)

Members Absent: Amanda Crawford, OAG

Guests Present: Tim Nolan, TSLAC
 Martha Richardson, DIR
 Blythe Cone, clerk
 Mary Ann Bridges

A quorum being present, Vice Chairman Procter called the meeting to order at 9:00 a.m. The council clerk called role. Tim Molina, OAG, represented Amanda Crawford at the meeting.

I. COUNCIL MEMBER INTRODUCTIONS

Procter introduced Blythe Cone, performing the duties of Regina Miles in her absence.

II. DISCUSSION OF DRAFT PROPOSAL FOR RMICC WORK PLAN AS PREPARED BY DESIGNATED TASK FORCE

Procter requested information from Mary Richardson regarding a work group to develop a proposed work plan for RMICC to consider for its biennial report to the Legislature.

The stated purpose for the work plan is to conduct a survey of state agencies and universities to define and prioritize electronic records issues that affect them. The results of the survey and recommendations will be provided to RMICC for its use in preparing its biennial report to the Legislature.

The target audience for the survey will be executive directors, information resource managers, records managers, legal counsel and auditors.

DIR is willing to use their staff to develop a web-enabled survey and the State Library will develop the survey in a paper-format.

Laura Wisdom contacted Don Warren of the Texas Legislative Council about helping to develop the survey. A meeting with Mr. Warren was scheduled for the following week.

Molina added that OAG would donate manpower and funding and Wisdom discussed SAO donating printing and formatting.

Molina requested a dollar amount from the work group for approval by OAG.

Rudd asked about pre-testing and sampling as cost-saving measures. Pre-testing could be done in target groups within RMICC agencies. Sampling could be stratified based on type of agency and size of agency.

Richardson requested RMICC input or questions, sampling recommendations and endorsement of the plan outlined by the work group.

Rudd moved to accept the plan brought forward by the work group with the provisions for pre-testing and sampling. Procter seconded. Motion passed.

III. PUBLIC COMMENT

There was no public comment.

RMICC discussed future meetings and decided to call a formal meeting as needed.

There being no further business, Dan Procter adjourned the meeting at 9:44 a.m.