

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 7, 2017

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 7, 2017, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Morgan Gieringer, Member
Vincent Houston, Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member

GUESTS

Benjamin Barlow, Texas State Library and Archives Commission
Megan Carey, Texas State Library and Archives Commission
Gina Cervantes, Texas State Library and Archives Commission
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, Office of the Governor
Nanette Pfiester, Texas State Library and Archives Commission
Marianna Symeonides, The University of Texas at Austin
Kay Steed, Employees Retirement System of Texas
Martha Whitted, Employees Retirement System of Texas
Erica Wilson-Lang, 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 6, 2016 MINUTES

The minutes to the Council meeting held December 6, 2016 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 6, 2016, as presented.

III. AGENDA ITEM 2 – INTRODUCTION OF NEW TSLAC ANALYSTS

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) introduced two new analysts. Ms. Gina Cervantes and Mr. Benjamin Barlow joined TSLAC in January. Ms. Cervantes has worked for another state agency and has experience with records retention schedules, he said. Mr. Barlow served 22 years in the Army and specialized in cybersecurity, Mr. Kelso said. Ms. Cervantes will be assigned to the South Texas region and Mr. Barlow will be assigned to the West Texas region.

IV. AGENDA ITEM 3 –LOCAL GOVERNMENT RECORDS GROUP CONFERENCE CALL UPDATE

- Mr. Kelso noted the Local Government Records group is an informal advisory group that meets twice a year. Membership of the group is diverse, including TSLAC representatives, as well as members representing groups including the Texas Association of Counties and the Texas Municipal League.
- The group is monitoring HB1258, which consolidates court records into a database for public access. There is considerable opposition to the bill at the county level, Mr. Kelso noted.
- The bill outsources the collection and scanning of the court records to a third party, Mr. Kelso said. The bill might provide insight into the legislature’s attitude regarding public information portals, he added.

V. AGENDA ITEM 4 – UPDATE ON UPCOMING APRIL STATE AGENCY RMO MEETING

- Initially, a meeting was held every other year for state agency records management officers, Mr. Kelso said. The meeting is now an annual event. This year’s meeting will be held on April 7. A tentative agenda has been created, he said. TSLAC will be soliciting feedback about TSLAC programs at the meeting, he added. TSLAC is undergoing sunset review. Ms. Gloria Meraz of TSLAC will be leading the discussion. Updates on other TSLAC projects will be provided as well.

VI. AGENDA ITEM 5 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers of TSLAC updated the Council about the Texas Digital Archive. Recently, TSLAC has been updating the metadata for the archive and has begun watermarking images in the archive as well, he said. A large collection of legislative records have been added to the archive as well. The

records are from The Honorable Sylvester Turner. Records from an additional four to five retired legislators have been received as well, Mr. Myers said. Other records being processed include both Senate and House committee recordings, including some from the 1970s. Almost all of the records received from the Perry administration are included in the archive as well, he said.

- Other information being added to the archive includes an index to the papers in the collection of Republic of Texas President Mirabeau Lamar, as well as information about historical markers received from the Texas Historical Commission. Records including minutes and annual reports have been received from the Texas Department of Banking and the Employees Retirement System of Texas, Mr. Myers said. TSLAC continues to work with the Office of the Attorney General (OAG), and recently received an inquiry from the Texas Commission on Environmental Quality (TCEQ) about adding their records to the archive. Guidelines for transfer of records to the archive have been added to the TSLAC website, he added.
- Mr. Kimbriel asked about watermarking images in the archive. Mr. Myers noted the watermarks prevent the images from being downloaded and resold. Images without watermarks are available upon request, he said. Some videos on the site include watermarks as well. Documents are provided on the site as .pdf files as that format allows more options, Mr. Myers added.
- Mr. Kimbriel asked if the archive continued to be hosted on the Amazon cloud. Mr. Myers noted the archive is hosted on the Amazon government cloud and was not affected by recent outages experienced by other Amazon sites.
- Mr. Smith noted that Representative Turner had been instrumental in obtaining the original funding for the archive, so it was fitting his records would be among the first included in the archive.

VII. AGENDA ITEM 6 – UPDATE FROM THE SACC RECORDS MANAGEMENT SUBCOMMITTEE

- Ms. Hermesmeier introduced the new chair of the State Agency Coordinating Committee (SACC) Records Management subcommittee, Ms. Sarah Hendricks from the Texas Department of Public Safety (DPS). Ms. Hendricks said she has been with DPS for 11 years and has worked with records management in various capacities throughout her time with the agency.
- Ms. Hendricks noted the subcommittee has a very active membership and has created bylaws. The subcommittee has been meeting monthly both in person and by conference call during the legislative session. The subcommittee will hold a conference call meeting on March 16, and intends to choose the top three priorities to focus on for the remainder of 2017. Any suggestions regarding priorities for the subcommittee can be given to Ms. Hermesmeier, Ms. Hendricks said.
- The subcommittee intends to collaborate with other SACC subcommittees, Ms. Hendricks said. The first focus for collaboration will be with the Information Technology Subcommittee, she said. Ms. Hope Morgan asked if

the goal of the subcommittee's collaboration with the Information Technology Subcommittee was to help solidify technology with respect to records management. Ms. Hendricks indicated a goal for the subcommittee would be to make recommendations to the full SACC regarding technology standards to follow for specific size agencies. Ms. Morgan asked if TSLAC was represented on the subcommittee. Ms. Hendricks noted that Mr. Kelso and Ms. Nan Pfiester are part of the subcommittee.

- Ms. Hermesmeier noted that the subcommittee has been rotating meeting locations among the member agencies. Hosting the meetings at different locations exposes members to the variety of resources and records management programs among the member agencies.
- Mr. Kimbriel asked Ms. Hendricks about where records management officers (RMOs) fit in member agency's organization charts. Ms. Hendricks noted the RMOs are generally outside of the information technology section of the agencies. Ms. Morgan noted that more than information technology concerns influence records management, and having the RMO outside of the information technology section of an agency might be beneficial. Ms. Hendricks agreed that records management programs are found in many different divisions of individual agencies.
- Ms. Morgan noted that the subcommittee could make recommendations to the full SACC if it identifies items that might be a best practice for all agencies. Ms. Hendricks agreed that is a goal of the subcommittee.

VIII. AGENDA ITEM 7 – UPDATE ON THE STATE ELECTRONIC RECORDS RULES (SERR) PROJECT

- Ms. Pfiester noted the updated state electronic records rules have been reviewed by counsel, and will be presented to TSLAC at the commission's April meeting. She noted the excellent input received from many sources prior to formally proposing the rules was of great assistance.

IX. AGENDA ITEM 8 – UPDATE ON THE 85TH LEGISLATURE

- Ms. Pfiester updated the Council on the current legislation session. She noted 4277 bills has been filed to date, and the deadline for filing most legislation is March 10. During the prior session, about 6200 bills were filed, she noted.
- Ms. Pfiester said she is monitors legislation for specific records management requirements, such as the requirement to maintain records for a specific number of years.
- Legislation of note for the current session includes HB8, regarding cybersecurity. The bill tasks the DPS with cybersecurity tasks that are already being completed by the Department of Information Resources (DIR), Mr. Kimbriel noted. Mr. Kimbriel noted some of those issues might be clarified in committee. Mr. Smith and Mr. Kimbriel noted both TSLAC and DIR had submitted fiscal notes to the bill.

- HB839 regards the availability under the public information law of information contained in a bid or proposal after a contract is executed or awarded, Ms. Pfiester noted. SB425 is identical to HB839. The bills concern information that could be considered proprietary that is included in a bid or proposal.
- HB1032 relates to the adoption of the Uniform Electronic Materials Act. A similar bill was proposed during the previous legislative session, but it did not pass. The bill has been referred to committee.
- HB1118 and SB706 relate to the abolishment of the State Council on Competitive Government and the transfer of its functions to the comptroller. The bills would affect eight current contracts, Ms. Pfiester noted. Both bills have been referred to committee as well, she said.
- HB1885 and SB80 relate to certain required reports prepared by state agencies and other governmental entities. SB80 is scheduled for a hearing March 9, she said.
- HB1889 relates to an interim study conducted by DIR on opportunities and strategies to reduce the state's volume of paper transactions.
- HB2305 relates to the operations, communications, and notice procedures of state agencies. It would change the requirements of agencies to notify other agencies in writing to allow for electronic notification instead.
- HB2742 and SB456 relate to the right of members of the legislature, the lieutenant governor, committees of the legislature, and legislative agencies to access certain governmental information for legislative purposes, Ms. Pfiester said. She noted that although information might be released to legislators, it could still be confidential. SB515 is similar but adds the to the right of certain public officers to access property as well as records, she said. SB515 has been heard and is pending in committee, she noted.
- SB47 relates to a study on the availability of information regarding convictions and deferred dispositions for certain misdemeanors punishable by fine only.
- DIR's budget rider to SB1 relates to statewide contracts for electronic signature and certified electronic mail systems. Additionally, DIR has a list of bills affecting technology and contracting available on the DIR website, Ms. Pfiester noted.

X. AGENDA ITEM 9 – 2017 e-RECORDS CONFERENCE CALL FOR PRESENTATIONS

- The 2017 e-Records conference will be held on November 17, Ms. Pfiester said. A call for presentations will be issued after the conclusion of the legislative session. Council member agencies as well as the SACC Records Management Subcommittee are encouraged to be presenters, Ms. Pfiester said. The event will be held at The Commons Learning Center again this year, she noted.

XI. AGENDA ITEM 10 – DISCUSSION OF UPDATES TO EDUCATIONAL BROCHURES

- Ms. Pfiester noted the educational brochures prepared by the Council in 2014 were in need of updating. Ms. Morgan noted the SACC Records Management Subcommittee could distribute the information after it is updated.

XII. AGENDA ITEM 11 – DISCUSSION AND FINALIZATION OF STRATEGIC DIRECTION FOR RMICC FOR NEXT BIENNIUM

- Ms. Hermesmeyer noted the Council had discussed strategic directions for the Council for the upcoming biennium at the Council's December meeting. She recognized the accomplishments of the past biennium as asked the Council for more firm concepts of strategic directions for the next biennium. She added the Council might consider continuing support for the University Records Management Committee (URMC), the Electronic Records Review Panel (ERRP), and the SACC Records Management Subcommittee. She noted the URMC has completed the university records retention schedule project and has moved on to new projects, and the ERRP and SACC Records Management Subcommittee were new initiatives.
- Mr. Kimbriel asked Mr. Myers if the Texas Digital Archive needed more support from the Council. Mr. Myers noted the archive is progressing well but more records need to be transferred from agencies to the archive.
- Mr. Smith asked about guidelines for metadata standards. Mr. Myers noted that metadata standards were a piece of a larger landscape of guidelines and support needed by agencies.
- Mr. Smith indicated the Council could be involved in the dialog regarding a study of digital storage to be conducted by TSLAC. The study will be conducted in a short timeframe, he noted. Mr. Myers noted the ERRP could be a vehicle for conducting the study.
- Ms. Morgan noted content management might be an area of focus for the Council. Versions of individual documents tend to proliferate in agencies, and guidelines for retention and archiving would be useful. She suggested the Council might collaborate with TSLAC and DIR to create such guidelines.
- Ms. Hermesmeyer noted ERRP might consider meeting with DIR to discuss collaboration on common topics.
- Mr. Kimbriel noted the growing need for a common datasharing platform that reaches across multiple state agencies more efficiently. Such datasharing could begin with bulk transactions, then individual file sharing, and end with true real time datasharing, he said. Mr. Smith noted such datasharing involves records management but is part of a much larger discussion.

- Ms. Hermesmeier asked if there were specific recommendations for the SACC Records Management Subcommittee. Mr. Kimbriel asked about where the records management officer should fit in an agency's organizational chart. He suggested the SACC subcommittee might come up with best practices regarding where the RMO should fit in the organizational chart. Ms. Morgan agreed that best practices standardizing the role of the RMO would be helpful.
- Ms. Hermesmeier asked if the Council would like to finalize the strategic directions for the next biennium or if the Council would like to wait until the June meeting to do so. Mr. Smith noted it might be helpful to see what happens during the rest of the legislative session before finalizing the strategic directions. The Council agreed to continue discussion of the strategic directions in June.

XIII. OTHER BUSINESS

No other business.

XIV. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 3:05 p.m.

Margaret Hermesmeier
6/6/2017