

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**April 10, 2008**

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Thursday, April 10, 2008 at the Capitol Extension in Room E1.010.

**MEMBERS PRESENT**

Teresa Morales, Chair  
Brian Rawson, Vice-chair  
Julie Leung, Member  
Dan Procter, Member  
Peggy Rudd, Member

**MEMBERS NOT PRESENT**

Cathy Hartman, Member  
Karen Rabon, Member

**GUESTS**

Chris Burrows, Texas Legislative Council  
The Honorable Bill Callegari, State House of Representatives  
Nancy Edwards, Department of State Health Services  
Duncan Fox, Department of Public Safety  
Carolyn Foster, Texas State Library and Archives Commission  
Kenneth Friesenhahn, Texas Legislative Service  
Michael Heskett, Texas State Library and Archives Commission  
Pat Holmes, Texas Department of Public Safety  
Chris LaPlante, Texas State Library and Archives Commission  
Donna McGehee, Comptroller of Public Accounts  
Tim Nolan, Texas State Library and Archives Commission  
Nanette Pfiester, Texas State Library and Archives Commission  
Debra Ravel, Railroad Commission of Texas  
Susan Rhyne, Railroad Commission of Texas  
Martha Richardson, Department of Information Resources  
Sylvia Sisson, Texas Legislative Council  
Tom Tagliahue, Texas Water Development Board  
T. J. Wasden, Department of Family and Protective Services  
Bob Warneke, State Commission on Judicial Conduct

**I. CALL TO ORDER**

A quorum being present, Chair Teresa Morales called the meeting to order at 10:01 a.m.

**II. WELCOME**

The Chair then welcomed all persons in attendance at this meeting.

**III. ROLL CALL/INTRODUCTION OF COUNCIL MEMBERS AND/OR SUBSTITUTES**

Chair Teresa Morales called for the introduction of RMICC members. As shown above, the record of the meeting reflects that Ms. Cathy Hartman and Ms. Karen Rabon were not present at this meeting.

**IV. APPROVAL OF THE JANUARY 10, 2008 MINUTES**

Minutes to the RMICC meeting held January 10, 2008 were approved as follows:

**MOTION** made by Ms. Peggy Rudd, seconded by Mr. Brian Rawson, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held January 10, 2008, as presented.

**V. JOB DESCRIPTION COMMITTEE REPORT – TIM NOLAN TEXAS STATE LIBRARY**

Mr. Tim Nolan of the Texas State Library and Archives Commission presented RMICC members with drafted job guidelines for records management officers (RMOs). Referring to a meeting with Chris Bailey of the State Auditor's Office (SAO), the following were identified:

1. Determining a need for the RMO job description.
2. Surveying state agencies on their need for an RMO.
3. Providing study results to the Texas Legislature.

Also noted was the fact that RMO duties vary among state agencies most especially due to state agency size and scope of required duties. Therefore, the SAO recommended the use of the drafted RMO job guidelines in lieu of seeking the addition of an RMO job description within the job classification system. Mr. Nolan stated that the guidelines incorporate the core competencies required of an RMO as set forth by ARMA.

Upon the RMICC's review of the guidelines, Ms. Peggy Rudd suggested adding the specific mention of an information resource manager at the eighth bullet under Essential Tasks of the guidelines. The amended paragraph is to read as follows:

Participates with information technology staff and information resource manager to ensure records and information management requirements are considered in the planning and building phases of information technology system selection and implementation projects.

In addition, Mr. Brian Rawson suggested that the guidelines specify where within an agency's organization the RMO position would best fit.

In response to inquiry as to the manner in which the guidelines would be provided to state agencies, Mr. Nolan envisioned having a website presence for them. To further assure state agency awareness, Ms. Rudd suggested providing the guidelines through a letter to state agency heads. The letter would be on RMICC letterhead.

As an additional resource, Mr. Rawson suggested the use of the Listservs link offered by the Texas Department of Information Resources, which is a list of all public mailing lists where the public may view various lists simply by clicking on the list name of interest to gain more information about the list name.

Following their discussion, RMICC members took action on this item as follows:

**MOTION** made by Mr. Dan Procter, seconded by Ms. Peggy Rudd, and carried unanimously to accept the Records Management Officer Guidelines, as amended, and to provide the guidelines to state agencies through a letter from the RMICC Chair.

**VI. STORAGE OF ELECTRONIC RECORDS – THE HONORABLE REPRESENTATIVE BILL CALLEGARI, CHAIRMAN OF THE COMMITTEE ON GOVERNMENT REFORM**

The record of this meeting will note that this item was taken out of order and presented as the first order of business following the RMICC's Chair's welcoming remarks. The change was made to accommodate Representative Bill Callegari's schedule.

In addressing the RMICC as Chairman of the Committee on Government Reform, Chairman Callegari emphasized the importance of receiving RMICC input on the storage of electronic records that enhances efficiency within state government. Chairman Callegari emphasized that doing so does not necessarily mean taking anything away from state agencies but rather helping state government work better and thus stated the role of his House committee.

Chairman Callegari then addressed the complex issues of electronic storage, stressing the importance of users possessing an adequate degree of computer literacy. An equally important issue addressed is achieving goals in the most cost effective manner as well as appropriately addressing the proprietorship of software licenses. Referring to

House Bill 1794 and companion bill Senate Bill 446, relating to an open document format for electronic state documents, Chairman Callegari noted the difficulty of absorbing such complex information. Also noted was the realization of ongoing change due to the significant strides in information technology. It was on that basis that Chairman Callegari believed it incumbent to seek RMICC's guidance on such issues, while simultaneously offering the assistance of his office in working toward the common goal of addressing the important issue of electronic storage in state government in an enhanced efficient and cost-effective manner.

**VII. BLUE PAGES PROJECT – AMY PRICE AND CAROLYN COUNTERMAN**

This item was not presented as Ms. Amy Price and Ms. Carolyn Counterman were not present at this meeting.

**VIII. RECORDS MANAGEMENT BEST PRACTICES FOR MANAGING DIGITAL INFORMATION, MARTHA RICHARDSON, DEPARTMENT OF INFORMATION RESOURCES**

Ms. Martha Richardson of the Texas Department of Information Resources informed RMICC members on the helpful assistance received from Sharon Alexander of the Texas Department of Transportation with regard to records management best practices for managing digital information.

The RMICC received a proposed project plan for its review. The plan calls for developing guidelines and/or best practices for managing electronically stored information using appropriate information technology and management practices to conduct state business and comply with state records management laws. The plan is also to promote life cycle management of data and information as stated in the 2007 State Strategic Plan for Information Resources Management by collaborating with the Texas State Library and Archives Commission and others to develop policies, procedures, guidelines, and best practices for managing digital information. An overview of the proposed plan was provided for RMICC review.

Regarding the future membership of the Best Practices for Managing Digital Information Committee (Committee), Ms. Richardson stressed the importance of good representation among Committee members within the legal, information technology, and archivist fields. A list of proposed Committee members was also provided for RMICC review.

Once committee members are selected, Ms. Richardson proposed sending a letter to the appropriate agency head, seeking approval of the potential candidate. Indication was given toward a preference for a large committee membership that, in turn, would allow for three or four subcommittees that would meet about every two weeks. It was believed that the project study itself would take approximately one year.

Chair Teresa Morales recommended modifying the proposed project plan to incorporate all issues that the Texas Legislature would like to have addressed as stated by Representative Bill Callegari earlier during this meeting (see Item No. VI of these minutes). Therefore, she stated that having the top information resource managers on the Committee would be most beneficial.

Following Ms. Richardson's presentation, Mr. Rawson moved for Ms. Richardson's appointment as the Committee's Chair. As a result, RMICC members took the following action.

**MOTION** made by Mr. Brian Rawson, seconded by Ms. Peggy Rudd, and carried unanimously to appoint Ms. Martha Richardson as Chair of the Best Practices for Managing Digital Information Committee.

The RMICC then took action the proposed project plan as follows:

**MOTION** made by Mr. Brian Rawson, seconded by Ms. Peggy Rudd, to accept the proposed project plan on the condition that it includes Representative Bill Callegari's initiative as presented at Item No. VI of these minutes.

#### **IX. NEW BUSINESS**

Chair Teresa Morales announced the need for the RMICC to appoint two members to its committee. Both vacancies called for the appointment of an information resource manager. As a result, Chair Morales provided RMICC members with a list of potential candidates as submitted by Mr. Brian Rawson. Consequently, RMICC members were requested to indicate their selections and to provide such to the Chair prior to departing upon the meeting's adjournment.

#### **X. PUBLIC COMMENT**

In the absence of any public comment, Chair Teresa Morales called the meeting adjourned at 10:59 a.m.

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TERESA T. MORALES, CHAIR  
Records Management Interagency Coordination Council