

MINUTES

RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL

April 28, 2000

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Friday, April 28, 2000, at 10:00 a.m., in Room E1.012 of the Capitol Extension.

Members Present: Teresa Morales, Office of the Comptroller of Public Accounts (CPA)
Becky Payne, Office of the Attorney General (OAG)
Dan Procter, Office of the Secretary of State (SOS)
Carolyn Purcell, Department of Information Resources (DIR), Council
Chair
Nancy Rainosek, Office of the State Auditor (SAO)
Peggy D. Rudd, Texas State Library and Archives Commission (TSLAC)
Hadassah Schloss, General Services Commission (GSC)

Members Absent: none

Guests Present: Donna Cordes, GSC
Martha Richardson, DIR
Susan Cisco, Railroad Commission of Texas
Regina Gardner, GSC
Cinda Carter, GSC
Laura Wisdom, SAO
Michael Heskett, TSLAC
Tim Nolan, TSLAC
Allen Mullen, TSLAC
Lila Hussain
Erica McKewen, TSLAC, council clerk

A quorum being present, Chairman Purcell called the meeting to order at 10:10 a.m.

I. COUNCIL MEMBER INTRODUCTIONS

The council clerk called roll.

II. APPROVE MINUTES OF THE FEBRUARY 10, 2000, RMICC MEETING.

Hadassah Schloss moved to approve the minutes as written; Teresa Morales seconded. **Motion passed.**

III. REPORT ON MARCH 10, 2000, E-RECORDS CONFERENCE.

Peggy D. Rudd reported on the successful conference. Over 265 people registered for the conference, and the feedback from the attendees was extremely positive. TSLAC is looking forward to collaborating with DIR to offer this conference again. Ms. Rudd thanked Carolyn Purcell for DIR's role in the conference.

Chairman Purcell agreed that the conference was very successful. She thanked TSLAC staff and Teresa Morales for their roles in the conference.

IV. DISCUSS AND APPROVE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION'S PROPOSED RULES FOR MANAGING ELECTRONIC RECORDS.

Tim Nolan of the Texas State Library addressed the Council concerning the Electronic rules. At Susan Cisco's request, a meeting was held on March 13, 2000, to bring together information technology and records management employees to discuss the electronic rules. Representatives from the Texas Railroad Commission, Texas Education Agency, General Service Commission, Texas State Library, Office of the Attorney General, and Office of the Secretary of State attended.

Mr. Nolan outlined several revisions to the proposed rules, resulting from the March 13th meeting. Revisions were made to reduce redundancy, and simplify and broaden the rules to allow agencies to implement the rules in the most appropriate way for their agencies.

Michael Heskett reported that the electronic rules will be presented to the Texas State Library and Archives Commission at their July 24, 2000, meeting. By that time, State Library staff hopes to also draft a model email policy to share with other state agencies.

Teresa Morales commended TSLAC staff for their dedication in preparing the rules, and their diligence in gaining feedback from other agencies. Chairman Purcell concurred.

Teresa Morales moved to endorse the proposed rules as presented; Dan Procter seconded. The Council voted unanimously to endorse the rules.

V. REPORT ON THE ESTABLISHMENT OF GUIDELINES FOR PROVIDING AND MANAGING ACCESS TO PUBLICLY AVAILABLE GOVERNMENT INFORMATION WHILE PROTECTING THE PRIVACY OF CITIZENS.

Nancy Rainosek gave a report concerning this issue. A group met on April 6, 2000, to discuss the efforts other states are making in regards to this issue. To avoid duplication of efforts, the group established themselves as a clearinghouse for people who were interested in the privacy issue. Meetings will be held monthly to keep members abreast of changes or issues that have an effect on the privacy of citizens.

Ms. Rainosek suggested the working group give a report to RMICC in the Fall for possible inclusion in its biennial report.

Hadassah Schloss indicated a need to educate the public concerning what they can do to protect their private information. Carolyn Purcell agreed.

Becky Paine also agreed with that point, but stated that governmental bodies should examine the types of information they are collecting. Not all of the information being collected is needed, or even being used by the government, yet because it was collected, it is subject to the Public Information Act.

VI. REPORT FROM THE ELECTRONIC RECORDS RESEARCH COMMITTEE ON:

A) STUDY ON RETAINING ELECTRONIC RECORDS OF ENDURING VALUE.

Martha Richardson of the Department of Information Resources reported on possible grant opportunities that would allow RMICC and the Electronic Records Research Committee (ERRC) to study this issue. A collaboration between the Council and the University of Texas has been slow to form due to staff vacancies at the University. However, the University is still supportive of a partnership. The University has hired Dr. Patricia Galloway to work with Electronic Records and Digital Asset Management. Ms. Richardson contacted Dr. Galloway to introduce herself and the Council, and Dr. Galloway was also supportive of a partnership.

B) FEEDBACK ON GUIDELINES ON FUNCTIONAL REQUIREMENTS FOR MANAGING ELECTRONIC RECORDS.

Ms. Richardson reported that the revised guidelines were distributed to RMOs and IRMs on January 19, 2000. Comments from eleven agencies and universities had been received.

A new work group met on April 20, 2000, to discuss the guidelines. The work group decided to draft separate guidelines for recordkeeping software applications, and rewrite the guidelines for establishing an electronic records management program.

Chairman Purcell suggested the ERRC draft the applications guidelines for publication by the end of the fiscal year. The Council agreed with this recommendation.

C) INTEGRATION OF TEXAS RECORDS AND INFORMATION LOCATOR (TRAIL), THE BLUE PAGES, WEB INDEXES, AND THE YELLOW PAGES (FROM THE COMPTROLLER).

Allen Mullen, Texas State Library and Archives Commission, reported on the integration of these resources. Mr. Mullen facilitated a meeting on April 4, 2000, to discuss this issue. The group plans to make recommendations to the Council by September 1, 2000. The group developed an action plan to guide their research, and will meet again on June 13, 2000.

VII. PUBLIC COMMENT.

There was no public comment.

RMICC scheduled meetings for July 12, 2000, at 10:00 a.m., and September 20, 2000, at 10:00 a.m.

There being no further business, Peggy D. Rudd moved to adjourn the meeting; Teresa Morales seconded.
Motion passed. The meeting was adjourned at 11:15 a.m.

Submitted:

Carolyn Purcell
Chairman