

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 2, 2015

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 2, 2015, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member
Letitia Williams (representing Vincent Houston), Member

MEMBERS NOT PRESENT

Cathy Nelson Hartman, Member

GUESTS

Jelain Chubb, Texas State Library and Archives Commission
Maryrose Hightower-Coyle, The University of Texas at Austin
Sarah Jacobson, Texas State Library and Archives Commission
Thomas Johnson, Department of Information Resources
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
Kay Steed, Employees Retirement System of Texas
Erica Wilson, 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 2:02 p.m.

II. APPROVAL OF THE MARCH 3, 2015 MINUTES

The minutes to the Council meeting held March 3, 2015 were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Mr. Todd Kimbriel, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 3, 2015, as presented.

III. AGENDA ITEM 2 – REPORT FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

Ms. Sarah Jacobson of the Texas State Library and Archives Commission (TSLAC) gave an update from the Universities Records Management Committee (URMC).

- Ms. Jacobson noted that the URMC lost a member, as Ms. Angela Ossar has taken a position with the Office of the Governor. Ms. Marianna Symeonides has taken over Ms. Ossar’s responsibilities with the URMC. Additionally, Ms. Erica Wilson and Ms. Bonnie Zuber of TSLAC are now non-voting members of the URMC.
- The URMC continues to hold weekly meetings, Ms. Jacobson said. Meetings alternate each week between the university records retention schedule and the health records task force. Between 40 and 50 additional records series have been reviewed since the Council’s last meeting, and 22 series are ready for finalization. An additional 28 series are left for the health records task force to review, she said.
- For the URRS, 216 of the 348 records series are finalized. Ms. Jacobson noted the URMC’s anticipated completion date is August or September. A draft of the URRS will be presented to the Council at the Council’s December meeting. TSLAC will begin the associated administrative rulemaking process in early 2016, she said.
- Mr. Mark Smith asked about the timing of the anticipated rulemaking for the schedule. Ms. Jacobson said she anticipated a mid-year timeframe for the rulemaking, although some work is already underway.

IV. AGENDA ITEM 3 – UPDATE ON REQUEST FOR A SACC RECORDS MANAGEMENT SUBCOMMITTEE

Mr. Todd Kimbriel updated the Council on the Council’s request for a State Agency Coordinating Committee (SACC) records management subcommittee.

- SACC met in May, Mr. Kimbriel said. He noted that Mr. Craig Kelso of TSLAC gave a presentation regarding the new Infolinx system at the meeting.
- SACC discussed creating a records management subcommittee at the meeting. SACC has several other subcommittees at this time, he said. Ms. Margaret Hermesmeier presented the request for consideration of a

records management subcommittee to SACC. The request was unanimously approved, Mr. Kimbriel said.

- Establishing a SACC records management subcommittee presents records management issues to a different audience, Mr. Kimbriel said. Most of the attendees at SACC meetings are at the deputy director level, he noted. The SACC subcommittee offers the opportunity to discuss records management at an executive rather than a procedural level, he said.
- Mr. Smith agreed that the SACC subcommittee will be a key connection for records management issues, and thanked Mr. Kimbriel and Ms. Hermesmeier for their efforts.
- Ms. Hermesmeier noted that the establishment of a SACC records management subcommittee was one of the strategic initiatives identified by the Council for the next biennium.
- The SACC chair will send an email announcement of the formation of the records management subcommittee to the SACC member agencies and asking the member agencies for appointments to the subcommittee, Ms. Hermesmeier said. Ms. Hermesmeier said she thought the Council should reach out to the new SACC subcommittee and offer assistance.

V. AGENDA ITEM 4 – UPDATE ON THE DIGITAL ARCHIVES INITIATIVE

Ms. Jelain Chubb of TSLAC updated the Council regarding the digital archives initiative.

- TSLAC has been pursuing funding for an electronic records repository for at least the last seven bienniums, Ms. Chubb said. TSLAC had presented exceptional item requests totaling \$900,00 and including three full time employees during the current legislative session, she said. A total of \$706,593 and three full time employees was approved by the Senate this session, Ms. Chubb said. The three full time staff positions will include one in information resource technologies and two in digital archives. She anticipates hiring the new personnel in early September.
- TSLAC will begin contacting the first agencies to be included in the new digital archive, Ms. Chubb said. TSLAC will work with agencies to assess and inventory existing records and then begin the transfer process. The goal is to not just store the records but to make them accessible, Ms. Chubb said. Additionally, records with research or strategic value outside of the agency that created the records will be identified.
- Mr. Kimbriel asked if the Preservica system being used for Governor Perry's records includes a citizen portal. Ms. Chubb indicated the system includes a public service module. Such a module was one of TSLAC's requirements for the system, she said. TSLAC plans to demonstrate the system at the November e-Records conference, she added.
- Ms. Chubb and Mr. Smith both noted the importance of the Council's endorsement of the need for a digital archive.

- The first three agencies TSLAC will be including in the archive are the Office of the Attorney General, the Texas Historical Commission and the Railroad Commission, Ms. Chubb said. These three agencies encompass a small, a medium, and a large size agency and have a variety of types of records.
- Ms. Chubb said the digital archive will include glacier storage in the cloud for data that does not need to be accessed frequently. This dark archive type of storage is cheaper, she said. Some records such as digital master files of images are quite large, she added. Ready reference materials that are accessed frequently will be in S3 storage. Storing the files in such a manner can result in cost savings, she said. Texas is the first state with records in the Amazon government cloud, Ms. Chubb said.
- Mr. Mark Myers of TSLAC is the chair of a new workgroup being formed as part of the Council’s strategic initiative to support the digital archive, Ms. Hermesmeier said. Mr. Myers noted the workgroup met May 28. The group would like to ask the Council to expand the strategic initiative to allow the group to function as an assessment panel. The Electronic Records Assessment Panel would monitor and assess the ongoing activities associated with the creation of the digital archives and bring needed action items to the Council, he said.
- Ms. Hermesmeier asked the Council to consider discussing and voting again on the strategic initiative.
- Ms. Hope Morgan noted the positive direction of all of the recent developments surrounding the digital archive. Mr. Kimbriel asked how the proposed assessment panel would interact with other groups such as the SACC subcommittee. Mr. Myers said the idea was that the assessment panel would be able to bring action items and concerns to whatever group was most appropriate. Mr. Smith noted the assessment panel would be more a practitioner, technical type of group rather than a policy panel.
- Mr. Myers thought the assessment panel might choose a more “think tank” kind of approach, compiling and disseminating information as appropriate. Ms. Hermesmeier noted the panel seemed to want the Council’s approval to function in that manner. Mr. Kimbriel noted the word “assessment” in the panel’s name might not be the best choice as it is sometimes perceived negatively. Ms. Morgan suggested “review panel” or “advisory panel”. Mr. Kimbriel suggested “action panel”.
- **MOTION** made by Ms. Hope Morgan, seconded by Mr. Todd Kimbriel, and carried unanimously to approve the formation of the E-Records Advisory Panel.

VI. AGENDA ITEM 5 – UPDATE TO COUNCIL ON 84TH LEGISLATIVE SESSION

Ms. Nanette Pfiester of TSLAC updated the Council regarding the 84th Legislative Session.

- SB1455 related to required reports filed by state agencies and higher education institutions. It passed and affected about 30 required reports, Ms. Pfiester said. This bill was shorter than similar bills in the last several sessions, she said.
- SB27 related to the online broadcast of open meetings by higher education institutions. It passed, and requires meetings broadcast over the internet to be available in an online archive. Ms. Pfiester noted it did not include a timeframe for the broadcasts to remain available in the archive. Similar bills relating to online open meeting broadcasts for local governments did include timeframes, she said.
- SB20 related to state agency contracting requirements. Section 3 of the bill addresses the retention requirements for contract and bid solicitation documents. The bill extends the retention period for such documents from four years to seven years after the close of the contract. Additionally, bid documents from all bidders are included in the retention requirements. Previously, many agencies retained only the documents from the winning bidder. She noted the federal government's guidelines indicate there can be up to 52 types of documents included in bid documentation. The requirements in the bill affect contracts beginning September 1, she said.
- Mr. Kimbriel noted SB20 affects state agencies only, and not higher education institutions or local governments. The bill mandates contracts exceeding \$1 million require a competitive request for offer, he said. Most contracts are under this threshold, he said, but a substantial number are not. The new rules allow contracts under \$50,000 to be directly awarded, contracts between \$50,000 and \$150,000 must be sent out to a minimum of three vendors, and contracts between \$150,000 and \$1 million must be sent out to a minimum of six vendors, Mr. Kimbriel said.
- SB20 requires the Department of Information Resources (DIR) to cosign statements of work. DIR asked for an additional three full-time employees to absorb this workload, but the legislature declined the request, Mr. Kimbriel said.
- Mr. Kimbriel noted HB15 also concerned state agency contracting requirements. The bill did not pass the Senate, Mr. Kimbriel said, but the House included the elements of the bill as a rider to the appropriations bill. Mr. Smith noted there were substantial changes made to SB20 in the conference committee as well.
- Mr. Kimbriel noted there were 6,276 bills filed in the session, with 1,323 passing. This is the lowest number of bills passed in the last four sessions, he said. The governor has until June 21 to sign or veto the bills, he said.
- HB1890 related to developing and implementing a statewide strategy for legacy system modernization, Mr. Kimbriel said. The bill passed and authorizes DIR to begin a voluntary pilot program for application portfolio maintenance. A second pilot program will address business intelligence, he said. The bill also requires DIR to develop an application development framework to be used by all agencies, he said.

- HB1912 authorizes DIR to create a position for a statewide data coordinator, Mr. Kimbriel said.
- HB2000 allows pseudo-agencies such as the Lower Colorado River Authority to utilize state commodity contracts, Mr. Kimbriel said.

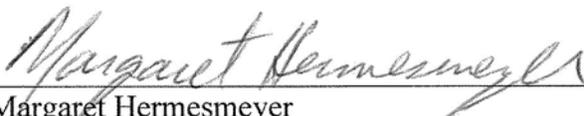
VII. OTHER BUSINESS

No other business.

VIII. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 2:55 p.m.



Margaret Hermesmeyer
RMICC Chair