

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 3, 2014

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 3, 2014, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Vice-Chair
Cathy Nelson Hartman, Member
Daniel Julien, Member
Todd Kimbriel, Member
Hope Morgan, Member
Stephen Quick, Member
Mark Smith, Member
Dorothy Turner (representing Julie Leung), Member
Mirand Zepeda (representing Dan Procter), Chair

GUESTS

Sarah Jacobson, Texas State Library and Archives Commission
Thomas Johnson, Department of Information Resources
Craig Kelso, Texas State Library and Archives Commission
Angela Ossar, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Michael Reagor, Texas State Library and Archives Commission
Sharon Siske-Crunk, Texas Department of Agriculture
Marianna Symeonides, Texas State Library and Archive Commission

I. CALL TO ORDER

A quorum being present, Vice-Chair Margaret Hermesmeier called the meeting to order at 10:34 a.m.

II. APPROVAL OF THE MARCH 4, 2014 MINUTES

Ms. Cathy Hartman noted two typographical corrections on page six of the draft minutes. The minutes to the Council meeting held March 4, 2014 were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Ms. Cathy Harman, and carried unanimously to approve the minutes of the meeting of the

Records Management Interagency Coordinating Council held March 4, 2014, as corrected.

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

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

- Ms. Ossar said that URMC member Ms. Lora Lopez of Texas Tech University has left the URMC. Texas Tech is represented by Ms. Lynn Whitfield, Ms. Ossar noted.
- URMC is still conducting bi-weekly conference calls, Ms. Ossar said. As of the meeting, 192 items have been resolved from the URMC's working draft. At the prior Council meeting only 100 items had been resolved. Of those 192 items, 113 have been finalized and added to the final draft of the records retention schedule, and 79 items have been removed from the working draft.
- Most recently, the URMC completed review of the student records category, which contained 114 records. These records were particularly challenging as they include federal student aid regulations, Ms. Ossar said.
- The next category to be considered will be the university services records, which includes library and archives, health and counseling, and campus police records. The University of Texas Medical Branch at Galveston will be submitting several new records series to be considered relating to health and hospital records, she said.
- An additional 190 items need to be reviewed, Ms. Ossar said. The URMC anticipates completing the review in the spring of 2015.

IV. AGENDA ITEM 3 –UPDATE ON THE EDUCATIONAL MATERIALS PROJECT

Ms. Nanette Pfiester of TSLAC updated the Council on the educational materials project.

- Since the March Council meeting, the draft educational materials pamphlets were placed on the Council website and comments on the materials were solicited. Additionally, the draft pamphlets and a request for comments were included in a blog posting of the *Texas Record* by TSLAC, Ms. Pfiester said. Several comments were received. Requests for similar educational materials were received from several local governments, she said. Additionally, the Department of Information Resources (DIR) provided valuable editing feedback, Ms. Pfiester said.
- Ms. Pfiester noted the educational materials were finalized and were ready for Council approval. She noted the timeliness of widely distributing the materials due to anticipated staff turnover that occurs near the end of each fiscal year.

- **MOTION** made by Ms. Cathy Hartman, seconded by Mr. Daniel Julien, and carried unanimously to approve the educational pamphlets as presented.
- Ms. Hartman asked about the requests for similar pamphlets for local governments. Ms. Pfiester noted those type of pamphlets might be considered in the future, but could be challenging to create due to the wide range of types of local government entities. Ms. Hermesmeyer asked if a more global informational pamphlet could be created rather than one that is tailored to the needs of a specific type of local government. Ms. Hope Morgan noted that it might be useful to partner with the Texas Association of Counties to create such an informational pamphlet. The Council's educational pamphlets could be presented to the association as a starting point, she said.
- Ms. Margaret Hermesmeyer asked about planned distribution of the educational materials. Ms. Pfiester noted the educational materials are included on both TSLAC's and the Council's website, and can be included in blog posts as a way to encourage individuals to distribute the pamphlets in their own agencies. Mr. Todd Kimbriel noted the pamphlets can be placed on the DIR website and distributed through DIR's listserve as well. Additionally, TSLAC will distribute the materials to all agency records management officers, Ms. Pfiester said. The companion information developed to go along with the educational pamphlets can be used as a way to start discussions about the materials and how to use them, Ms. Pfiester noted.
- Ms. Hartman asked about the most effective way to present the information to legislators. Ms. Pfiester noted TSLAC has held training sessions for legislative staff members recently. Additionally, the educational materials will be presented to the House and Senate records management officers for distribution.

V. **AGENDA ITEM 4 – UPDATE ON THE REQUIRED REPORTS PROJECT**

Ms. Nanette Pfiester of TSLAC presented information to the Council regarding the *Required Reports Prepared by State Agencies and Institutions of Higher Education (Fiscal Year 2015)*.

- Research regarding changes resulting from the last legislative session has been completed and updates have been made to the required report database, Ms. Pfiester said. Draft reports soliciting recipient assessments by August 15, 2014 have been sent to all agency heads. The report will be published in mid-November, she said.
- The Senate Government Organization Committee has an interim charge to examine state agencies' mandated reporting practices, the necessity and utility of these reports, and reporting processes to the legislature and to the public. Additionally, the charge is to make recommendations on eliminating unnecessary and duplicative reports, reducing state costs

through the use of technology, and improving transparency to the legislature and citizens. In April, Ms. Pfiester, Mr. Craig Kelso of TSLAC and representatives of the Legislative Budget Board (LBB) met with the committee regarding the charge. The committee has a hearing scheduled for June 18, 2014 regarding the charge.

VI. AGENDA ITEM 5 – UPDATE ON THE e-RECORDS CONFERENCE

- Ms. Nan Pfiester noted the annual e-Records conference is scheduled for November 18, 2014, at the JJ Pickle Research campus. TSLAC presents the event in collaboration with DIR each year. Five proposals have been received in response to the call for presentations, she said.
- Potential topics for the conference will focus on collaboration, Ms. Pfiester said. Case studies will be presented, and a representative from Gartner may be the key note speaker, she said.

VII. AGENDA ITEM 6 – REPORT ON THE HOUSE OF REPRESENTATIVES JUDICIARY AND CIVIL JURISPRUDENCE COMMITTEE MEETING

- Ms. Mirand Zepeda of the Office of the Secretary of State (SOS) presented information about the House Committee on Judiciary and Civil Jurisprudent meeting held April 28, 2014.
- Mr. Dan Procter of SOS testified before the committee at the hearing regarding possible adoption of the Uniform Electronic Legal Materials Act. Librarians and records management administrators were called as witnesses as well as representatives from the Texas Legislative Council and the Legislative Reference Library of Texas.
- Mr. Procter testified on behalf of SOS but did reference resources available from the Council. He included drafts of the Council's educational materials with his written testimony. Mr. Procter did not receive any questions regarding his testimony.

VIII. OTHER BUSINESS

- Mr. Craig Kelso of TSLAC noted that a meeting was held April 1, 2014 for all state agency records management officers. There were 85 attendees representing 55 agencies at the meeting. There was a live stream of the meeting available for attendees outside the Austin area as well, he said. Available TSLAC services were presented at the meeting, as well as a discussion of new initiatives including Infolinx. Mr. Kelso noted the networking among attendees that followed the meeting was as valuable as the presentations given during the meeting.
- On May 29, 2014, the Local Government Records Task Force met to discuss ideas for records preservation at the local level as well as outreach programs. The task force was formed two years ago in response to HB1559, which required TSLAC to adopt rules for the retention, storage and destruction of

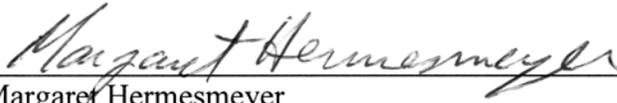
court documents. The Texas Association of Counties, Texas Municipal League, Texas Conference of Urban Counties, and County Judges and Commissioners Association of Texas were represented at the meeting, Mr. Kelso said.

- At the commission's June 2, 2014, TSLAC approved the exceptional item request to fund an additional two analysts, Mr. Kelso said.
- The project to transfer the records of Governor Rick Perry to the state archives continues to move forward, Mr. Kelso said. The request for proposal for the software needed is nearly complete, he said. TSLAC has held several meetings with DIR regarding the project, and meets monthly with the Governor's office as well. About 10 terabytes of records will be transferred as well as physical records, Mr. Kelso said. Additionally, TSLAC will be meeting with the Lieutenant Governor's office on June 4, 2014 about transferring records from the Lieutenant Governor's office as well.
- Mr. Mark Smith noted that TSLAC presented testimony at the House Technology Committee's meeting on May 21, 2014. The Council's biennial report was included in the materials presented to the committee.
- Mr. Smith noted that return on investment was an important point that should be stressed in discussions of records management. Ms. Hope Morgan asked if TSLAC had a monetary value for all records of the state. Mr. Smith TSLAC has not determined such a value, but has discussed the cost of storing the records. Ms. Morgan noted the value of such records should be assessed, as well as the loss associated with not being able to access such records in perpetuity.
- Mr. Todd Kimbriel stressed the importance of keeping native electronic records electronic as opposed to paper in the future. He noted that according to IBM, 90 percent of the world's data has been created since 2011. Ms. Cathy Hartman noted that a large amount of information is published only on the internet, and it is challenging to capture that information.
- Mr. Smith noted that 10 employees of TSLAC recently completed their digital archive specialist certification. He recognized Ms. Sarah Jacobson, Ms. Angela Ossar and Ms. Nanette Pfiester for completing the certification, and noted that only 90 individuals in the entire United States have the certification.
- Ms. Margaret Hermesmeier noted the Senate Government Organization Committee will meet on June 18, 2014. The committee will focus on reporting practices, reporting processes and the necessity and utility of state agency reports, she said. Mr. Smith noted TSLAC will be represented at the meeting as resources.
- Ms. Hermesmeier reminded the Council that the rough draft of the Council's biennial report will be discussed at the Council's September meeting. The report will include information about the e-Records conference, the educational materials, and the URM records retention schedule project, she said. Council members should consider what other items need to be included in the report, she said.

IX. PUBLIC COMMENT

No public comment

In the absence of any further business, the meeting stood adjourned at 11:15 a.m.



Margaret Hermesmeier
RMICC Acting Chair