

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**June 4, 2009**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Thursday, June 4, 2009 at the Capitol Extension in Room E1.010.

**MEMBERS PRESENT**

Brian Rawson, Chair  
Dan Wattles (representing Julie Leung), Member  
Jan Ferrari (representing Peggy Rudd), Member  
Hope Morgan, Member  
Dan Procter, Member  
Simon Skedd, Member  
Kim Scofield, Member  
Stephen Quick, Member

**MEMBERS NOT PRESENT**

Cathy Hartman, Vice Chair

**GUESTS**

Tim Nolan, Texas State Library and Archives Commission  
Nan Pfiester, Texas State Library and Archives Commission  
Martha Richardson, Department of Information Resources  
Kay Steed, Employees Retirement System  
Connie Gilkey, Health and Human Services Commission  
Christopher Prine, Fourteenth Court of Appeals

**I. CALL TO ORDER**

A quorum being present, Chair Brian Rawson called the meeting to order at 10:05 a.m.

**II. WELCOME**

Upon convening the meeting, the Chair then welcomed all persons in attendance at this meeting.

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

The Chair called for the introduction of RMICC members. As shown above, the record of the meeting reflects that Ms. Cathy Hartman, Ms. Peggy Rudd, and Julie Leung were not present at this meeting. The record of the meeting further reflects that Ms. Jan Ferrari from the Texas State Library and Archives Commission was on hand to represent Ms. Rudd in her absence and Dan Wattles from the State Auditor's Office was on hand to represent Julie Leung.

The Chair then formally introduced newly inducted RMICC member Stephen Quick of the Texas Comptroller's Office.

**IV. APPROVAL OF THE January 8, 2009 MINUTES**

Minutes to the RMICC meeting held January 8, 2009 were approved as follows:

**MOTION** made by Mr. Dan Procter, seconded by Ms. Hope Morgan, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held January 8, 2009, as presented.

**V. COMMEMORATION OF DR. MICHAEL HESKETT – TIM NOLAN, TEXAS STATE LIBRARY**

Mr. Tim Nolan provided a brief commemoration of Dr. Michael Heskett, Texas State Library and Archives Commission.

**VI. AGENDA ITEM 4 – ADMINISTRATIVE ISSUES**

Brian Rawson, Chair, asked for Council members to consider volunteering a staff member to attend meetings and transcribe minutes.

Most administrative issues are handled through Brian's office, such as scheduling meetings and compiling documentation for meetings.

On days of meeting, the Council needs someone to run recorder during meeting and transcribe minutes.

Brian will send an e-mail to Council members with this request as a follow-up to this meeting.

**VII. AGENDA ITEM 5 – LEGISLATION AFFECTING RMICC**

SB 266, Hinojosa bill – open document format – progressed out of the Senate, did not make it out of the House. This bill would have required RMICC in cooperation with DIR to (1) review each state agency's existing information technology system to determine whether the system is compatible with open standards; and

(2) Consult with and provide assistance to state agencies on:

(A) enhancing the state agency's information technology system to achieve compatibility with open standards where appropriate; and

(B) identifying and recommending information technology systems that are compatible with certain open standards and recognized best practices.

### **VIII. AGENDA ITEM 6, 7, 8**

The Chair proposed consolidating agenda items 6,7 and 8 – discussing RMICC’s future, preparing for the Biennial Report, and improving communications among Council and Records and IT stakeholders.

Brian recapped RMICC’s statutory authority and administrative rules to guide the Council’s discussion on the agenda items.

RMICC coordinates the management of state government records by:

- (1) informing the legislature on records management issues and making recommendations to improve records management processes and accountability;
- (2) facilitating the transition from paper to electronic records; and
- (3) developing consistent records management in state agencies.

Brian encouraged Council members to review the rest of RMICC’s rules in 13 TAC rules §§ 50.1-50.11.

Additionally, the council reviews the activities of member agencies, studies other records management issues and makes biennial reports to the Governor and Legislature. RMICC also adopts policies, which are in turn adopted as rules by each member agency, coordinates the members' records management activities and makes other improvements to state records management.

Brian noted that RMICC has considerable latitude on the content of the Biennial Report. He would like to see electronic records management advance over the next several years, especially as DIR’s State Strategic Plan for Information Resources Management includes goals for managing the life cycle of digital information.

Improving RMICC’s communications may require collaborative technology via a web interface to allow members to share information. Currently TSLAC hosts RMICC’s web site.

### **IX. OPEN DISCUSSION – RMICC MEMBERS**

Hope Morgan discussed her long-time interest in establishing an electronic repository for state records. Content management technology has advanced considerably in the last few years, although it is still too expensive for many agency budgets. She suggested RMICC could:

- Study current content management technologies to bring structure to an unstructured records environment.
- Study how RMICC could facilitate state agencies taking advantage of new technology.
- Study funding methods for statewide management of electronic records.
- Study managing electronic records collectively in a shared environment using a “pay-as-you-go” funding strategy.

Dan Procter, as a long-time member of RMICC, stated that RMICC’s activities ebbed and flowed but tended to be more active when assignments were acquired legislatively. In the past RMICC has invited other government entities to present case studies for managing electronic records within their organization and to demonstrate technologies used in the process.

Kim Scofield, representing the Attorney General’s Office, stated that people who worked only in paper-based systems had a different knowledge set than people working with information technology systems. Records people need to learn the new “language” so they can help IT set up information systems to work with records management requirements and not against them. Some problems she has encountered are:

- Large number of categories in records retention schedules make it difficult to dispose of electronic records in information systems.
- Information systems are purchased and implemented that don’t have the ready ability to dispose records.
- Millions of dollars may be wasted by purchasing information systems that are not designed to manage electronic records appropriately.
- People were not educated well enough in the planning process to ask the right questions before an information system is purchased.

Simon Skedd stated that the Department of Licensing and Regulation had gone through an extensive process to find an electronic records management system. Initially they purchased an off-the-shelf product. Later an in-house team in conjunction with Neubus developed SQL tools needed in the retention process to purge records. He agreed that meeting the retention part was the toughest piece.

Jan Ferrari, representing the Texas State Library and Archives Commission, said she would like RMICC to review the “bucket” theory of records management, to reduce the number of retention categories, because fewer categories makes it easier to manage records.

Dan Wattles, representing the State Auditor’s Office, stated that he hoped RMICC would continue the work of Dr. Michael Heskett on the report (*Required Reports Prepared by State Agencies and Institutions of Higher Education*) that focuses on eliminating reporting requirements. The report made recommendations to eliminate some reports. The Auditor’s Office would like to see reports submitted in an electronic format that their office could access. The Auditor’s Office is challenged to manage paper-based

reports. He would like RMICC to move forward with the recommendations from Dr. Heskett's report.

Steve Quick, of the Comptroller of Public Accounts (CPA), stated he was new to records management but he hoped to be a contributing member soon.

Brian thanked the members for their comments and stated there was lots of competence around the Council and great ideas. RMICC has the authority to decide how to advance records and electronic information management around the state. Because RMICC is a small council and does not have its own financial resources, he suggested that RMICC should be cautious and conservative in allocating resources yet still work toward a common goal.

Brian asked the Council if they would like to develop a charter to outline and prioritize RMICC's objectives and strategic action plans in a more granular fashion.

Dan Procter stated that drafting a charter would give RMICC something specific and concrete to put in its Biennial Report and would provide direction in absence of direct instructions from Legislature.

The Council agreed to develop a charter.

Brian stated that e-mail was a good communications mechanism for the Council. The Committee on Best Practices for Managing Digital Information will keep momentum going. He asked if there were other ways to ensure the Council has good communications among themselves and with RMO and IRM stakeholders across the state.

Dan Procter suggested that the RMICC web page, managed historically by TSLAC could be used as a communications tool. Meeting notices, minutes, and other current information could be posted. It would not have to be fancy, but function as a repository.

Brian asked Jan to find out if TSLAC could continue maintaining the RMICC web page. Dan agreed to help update information. Jan agreed to check into this and suggested adding a collaboration section to the web site if it did not already exist.

## **XI. AGENDA ITEM 9 – UPDATING PROGRESS ON BEST PRACTICES COMMITTEE**

Martha Richardson presented highlights of the progress made by the three work groups of the Committee on Best Practices for Managing Digital Information.

Martha stated that the technology work group is developing an electronic records management framework extension, which will guide planners to include electronic records management requirements in information technology projects. This addressed concerns outlined by Kim Scofield earlier in the meeting. Another work group is developing survey questions to identify how information technology systems are

configured in state agencies so that best practices can be developed to help the agencies use information technology solutions to manage records held within them.

Brian proposed that as RMICC progresses on its strategies, goals, and missions for going forward, that it includes the work of the Best Practices Committee. Hope Morgan concurred and stated that the work of the Committee would be important in setting future direction of RMICC.

Martha asked RMICC to approve changes in the timelines. Brian stated that RMICC would accept the stated deadlines as “good faith efforts”. The new timelines are as follows:

1. Technology Group - ERM Framework Extensions published (hopefully) by October 1, 2009.
2. Texas Group - survey questions for IRDR due end of June 2009.
3. National/International Work Group - Best Practices for Digitization proposed publication date in December 2009.

**MOTION** made by Ms. Hope Morgan, seconded by Ms. Kim Scofield, and carried unanimously to approve the changes in the timelines for delivery of the reports of the three groups comprising the Committee on Best Practices for Managing Digital Information, as presented.

## **XII. NEW BUSINESS**

No new business was discussed.

## **XIII. PUBLIC COMMENT**

No public Comment

The next meeting date is set for Thursday, September 10, 2009 at 10:00 a.m. Depending on its availability, the meeting will be held in Room E1.010 at the State Capitol Extension.

**MOTION** made by Ms. Hope Morgan, seconded by Mr. Brian Rawson, and carried unanimously to adjourn the meeting. In the absence of any further business, the meeting stood adjourned at 11:20 a.m.

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BRIAN RAWSON, CHAIR  
Records Management Interagency Coordinating Council Meeting