

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 4, 2013

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 4, 2013, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Dan Procter, Chair
Margaret Hermesmeier, Vice-Chair
Cathy Nelson Hartman, Member
Thomas Johnson (representing Lori Person), Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Edward Seidenberg, Member

MEMBERS NOT PRESENT

Julie Leung, Member

GUESTS

Robert Bollinger, State Auditor's Office
Craig Kelso, Texas State Library and Archives Commission
Tim Nolan, Texas Water Development Board
Angela Ossar, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Michael Reagor, Texas State Library and Archives Commission
Kay Steed, Employees Retirement System of Texas
Marianna Symeonides, Texas State Library and Archives Commission
Erica Wilson, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Chair Dan Procter called the meeting to order at 10:32 a.m.

II. APPROVAL OF THE MARCH 5, 2013 MINUTES

The minutes to the Council meeting held March 5, 2013 were approved as follows:

MOTION made by Ms. Cathy Hartman, seconded by Mr. Edward Seidenberg, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 5, 2013, as presented.

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 noted the URMC transferred the data contained in the JIRA tracking system hosted by the University of North Texas to the JIRA tracking system now hosted by TSLAC. Several difficulties with exporting the existing data from the UNT-hosted JIRA system made it necessary to re-enter some data into the JIRA system hosted by TSLAC, she said. The data entry was accomplished by Ms. Marianna Symeonides of TSLAC over approximately a two-day period.
- Ms. Ossar noted that Mr. Zach Vowell, a digital archivist from The University of Texas at Austin, had accepted employment out of state and was no longer a member of the subcommittee.
- A meeting of the URMC Retention Schedule Subcommittee was held on May 30, 2013. During the meeting, members saw a demonstration of the TSLAC JIRA system, including how to view a record series and its benchmarks and how the voting process works for items in the system.
- The subcommittee members agreed to try to complete the first round of voting on the records series by June 30, 2013, Ms. Ossar said. At that time, the members will hold another meeting to discuss those items flagged for review. The June 30 meeting will focus on Category 1 in the schedule, which is about 50 records series, she said.
- The subcommittee anticipates each category will take about one month to review, Ms. Ossar said. A first draft of the records retention schedule could be completed in about six to seven months.
- Mr. Edward Seidenberg asked if the subcommittee felt the need for another member with the departure of Mr. Vowell. Ms. Ossar said another member would be sought, but noted The University of Texas at Austin was still represented on the subcommittee by Ms. Maryrose Hightower-Coyle. Additionally, Ms. Kris Toma of Texas State University and Ms. Lynn Whitfield of Texas Tech University are archivists serving on the subcommittee. Mr. Dan Procter asked if the subcommittee had anyone in mind to replace Mr. Vowell. Ms. Ossar noted they did not and asked for recommendations. Mr. Seidenberg asked if the subcommittee needed approval from the Council to extend membership to an individual of their choice. Mr. Procter said the subcommittee did have the authority to extend

membership and should tell the Council at the next Council meeting if they added a new member. Ms. Ossar said the subcommittee could reach out to the complete membership of the URM to fill the vacancy on the subcommittee.

- Mr. Seidenberg asked about the difficulties exporting data from JIRA. Ms. Ossar noted that the level of technical support available from JIRA was excellent, and that continued communication with the technical support personnel enabled the data to be exported to the TSLAC-hosted JIRA system.
- Mr. Procter asked if the subcommittee needed anything from the Council to continue their work. Ms. Ossar asked for recommendations to replace Mr. Vowell on the subcommittee, but noted the full URM membership would be contacted to fill the vacancy. Ms. Cathy Hartman agreed that the full URM membership would be the group to contact to fill the vacancy.
- At the next Council meeting, Ms. Ossar anticipates being able to discuss the progress of the first couple of rounds of records series review.

IV. AGENDA ITEM 3 – LEGISLATIVE SESSION UPDATE

Ms. Nanette Pfiester of TSLAC updated the Council on the items of interest from the current legislative session

- There were 5,868 bills filed during the session, of which 1,437 passed, Ms. Pfiester said. She noted that June 16, 2013 is the deadline for the governor to sign, veto or allow bills to pass.
- Two bills regarding open meetings passed, she said.
 - SB 984 concerns meetings held by videoconference by a governmental body that extends into three or more counties. The bill requires that the member presiding over the meeting must be physically present at one location open to the public during the meeting. Additionally, the bill requires that if technical difficulties arise with the videoconference during the meeting that do not allow the public to view the videoconference, the meeting must be recessed until the technical difficulties are corrected. If the recess lasts more than six hours, the meeting must be adjourned, Ms. Pfiester said.
 - Ms. Hope Morgan asked if SB 984 also included technical standards of performance for meetings held by videoconference. Ms. Pfiester noted that SB 984 did not. Mr. Seidenberg indicated those requirements were included in HB 2414.
 - SB 471 modernized the terminology regarding recording of meetings by removing the word “tape”, Ms. Pfiester said. Ms. Morgan and Mr. Seidenberg noted this bill allows recordings to be audio, visual or digital.

- Ms. Pfiester said the Office of the Attorney General (OAG) will more than likely present an update to the open meetings requirements later this year.
- HB 1513 gives a temporary increase in fees charged by district and county clerks for records archive, preservation and management.
- SB 1908 relates to a study to be conducted by the Office of Court Administration regarding court fees and costs, Ms. Pfiester said. A list of those fees will be presented to the legislature during the next session.
- HB 2302 authorizes a fee to be charged to help fund the electronic filing system established by the Texas Supreme Court. Also, the bill authorizes digital signing of electronic documents by judges and justices.
- HB 31 allows general academic teaching institutions to broadcast meetings and post meeting information packets online.
- HB 2414 allows governmental bodies to have online “message boards” for communication but not for decision making. Messages boards were addressed separately in SB 1297 as well, Ms. Pfiester said. Message boards must stay online and searchable for 30 days, and must be available to the public for six years, she said.
- HB 3253 relates to the notation of death to be included on birth certificates, which is changing a record, Ms. Pfiester said. The notation is part of a nationwide effort to reduce identity theft, she said. The bill allows for some birth certificate information to be released to medical schools for research purposes as well.
- SB 59 concerns the report of required reports published by TSLAC. The bill repealed approximately 37 reports and changed 88 others. These changes affect approximately 10 percent of the 1,059 required reports., Ms. Pfiester said.
- SB 1597 makes agency security plans confidential, she noted.
- HB 2422 relates to internet-based computing service options for agencies, Ms. Pfiester said. The bill was expanded from “cloud-based” to “internet-based” and will allow agencies to better leverage technology.
- SB 279 relates to high-value data sets provided by state agencies to the Department of Information Resources (DIR).
- Mr. Seidenberg asked for clarification about the bills regarding videoconferencing. He asked if the bills were permissive, rather than requiring agencies to use videoconferencing. Ms. Morgan noted that the bills were establishing parameters for what was acceptable, not what was required.
- Mr. Seidenberg noted that TSLAC received a legislative appropriation for three additional archivists. The agency had asked for four positions. The Sam Houston Regional Library and Research Center received a \$1 million appropriation for safety improvements and renovations, he added. The facility serves as the regional depository for a 10-county area.

V. AGENDA ITEM 4 – REPORT ON THE e-RECORDS CONFERENCE

Ms. Nanette Pfiester of TSLAC presented information to the Council about the upcoming e-Records Conference, to be held November 5, 2013.

- A conference call was held the Friday before the Council meeting to develop a call for presentations for the conference, Ms. Pfiester said. The call for presentations will be used to help develop an agenda for the conference.
- Cost for the full-day conference will be \$50. Late registrants will be charged an additional fee, she said.
- Information on the evaluation forms from last year’s conference revealed a desire for more presentations regarding implementing records management programs, Ms. Pfiester said.
- At the University of Texas e-records forum in April, one of the presentations was from the City of Austin regarding the implementation of their open meetings posting system. There is interest in having a similar presentation at the e-Records conference, Ms. Pfiester said.
- Ideas for presentations or speakers for the conference can be emailed, Ms. Pfiester said. Additionally, the Texas Record blog will have a call for presentations soon. Mr. Daniel Julien asked when the call for presentations would be issued. Ms. Pfiester noted that she and Mr. Craig Kelso expected to finalize the call in the next few days. A “save the date” announcement would be issued as well to remind attendees of the date for the conference.

VI. AGENDA ITEM 5 – REPORT FROM THE STRATEGIC DIRECTIONS TASK FORCE

- Mr. Procter said the Strategic Directions Task Force was created following discussion at the December 2012 Council meeting regarding future priorities for the Council. Since that time, the task force has been chaired by Ms. Hartman, he said.
- Ms. Hartman noted there was discussion at the March 2013 Council meeting in regards to prioritizing the Council’s areas of focus for the next biennium. From those discussions in March, the task force identified two priorities for the Council to focus on. Those two priorities are creation of an education piece for state employees as well as educational information for state legislators, she said. The task force recommends that two committees be formed to work on the educational information.
- Mr. Procter drew the Council’s attention to the handout provided by the task force. He noted that the OAG has a wealth of information that might be included in the state agency employee educational material, such as information about open meetings. Much of this information is included on the OAG’s website.
- Ms. Hartman asked how such information could be included in the Council’s educational material. Mr. Procter noted that inclusion depends on how the educational material is presented—on the Council website, as

a printed pamphlet, etc. Ms. Hartman noted the Council will have to decide what format it will use to present the educational information.

- Mr. Procter noted that it is difficult to attract attention from legislators to the Council's work, such as the biennial report. He suggested a link to the educational information might be included in the biennial report.
- Mr. Seidenberg said that the impact of social media on records management should be included in the educational information. Ms. Kay Steed of the Employees Retirement System of Texas noted the recently compiled best practices report includes information on the topic of social media. Ms. Hartman said the educational information could have brief descriptive information about social media and then link to the best practices information.
- Mr. Seidenberg noted that SB 1297 relates to electronic communication between members of a governmental body. Guidance about electronic communication such as text messages needs to be included in the educational materials, he said.
- **MOTION** made by Ms. Cathy Hartman, seconded by Ms. Hope Morgan, and carried unanimously to approve the two focus areas for production of educational materials and form committees to work on those materials.
- Ms. Hartman noted a chair was needed for each of the committees. Mr. Craig Kelso of TSLAC agreed to chair the group creating educational materials for state legislators. No one immediately volunteered to chair the state agency employee group. Ms. Hartman asked for volunteers to work on each committee as well. Mr. Procter asked Council members to email him the names of volunteers who would like to work on the committees by July 1, 2013.
- Ms. Procter said the two committee will need to work together to ensure the educational materials maintain the same format. He noted that Mr. Stephen Quick said the Comptroller of Public Accounts would be able to assist the Council with any printing needs for the educational materials and the Council clerk will place the information on the Council website.
- Ms. Steed volunteered to serve on the state agency employee committee but did not want to chair the committee. She noted she had a large amount of educational material to share with the committee.
- The task force will present information about progress on development of the educational materials at the Council's September meeting, Mr. Procter said. The educational materials should be taking shape by the Council's December meeting, and should be completely finished by October 2014, he said.
- Mr. Procter anticipated the materials will be updated frequently, and will serve as a good starting point for state agency employees. Ms. Hartman said the information should be focused on a wider audience that just records management officers. Mr. Procter said agency records management officers might be able to help distribute the information to other employees who need it.

- Ms. Morgan and Ms. Hartman both noted the information should not be so lengthy that users will not be inclined to read it. As laws, technology and agencies change, the information will need to be updated, Mr. Procter said. The educational material might be a way to make users aware of the work of the Council as well, he said.
- Ms. Pfister volunteered to chair the state agency employee committee. Mr. Procter asked the committee chairs to inform the Council if they needed any resources or assistance. Ms. Hartman noted that several of the members of the task force would more than likely be willing to volunteer for the committees.

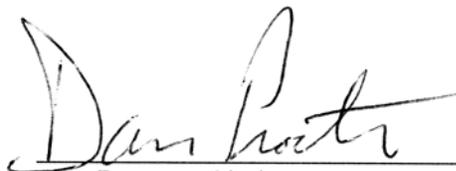
VII. OTHER BUSINESS

- Mr. Tim Nolan of the Texas Water Development Board asked if the Council had received any feedback from the biennial report. Mr. Procter said he had not received any, nor had any other Council members. He noted he did not remember any comments received on previous reports.
- Mr. Procter noted that the educational materials might be a way for the Council's work to receive more public attention. Mr. Nolan suggested the information might be distributed through Twitter as well. Ms. Morgan suggested it might be useful to tweet about the information at the upcoming e-Records conference. Mr. Seidenberg said the TSLAC communications officer would be able to tweet the information at the conference. Mr. Procter noted that the other member agencies on the Council might be considering tweeting the information as well.
- Mr. Seidenberg said TSLAC will be distributing their biennial customer service survey in the near future. The information from the survey will be published in TSLAC's customer satisfaction report on June 1, 2014, he said. He asked the Council to contribute their comments when contacted for the survey.

VIII. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 11:33 p.m.



Dan Procter, Chair

Records Management Interagency Coordinating Council