MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 7, 2016

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 7, 2016, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT
Margaret Hermesmeyer, Chair
Todd Kimbriel, Vice-Chair
Vincent Houston, Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member

GUESTS
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Maryrose Hightower-Coyle, The University of Texas at Austin
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Emma Martin, 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
Letitia Williams, Office of the Secretary of State
Erica Wilson, Texas State Library and Archives Commission

I.   CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeyer called the meeting to order at 2:03 p.m.

II.   APPROVAL OF THE MARCH 1, 2016 MINUTES

The minutes to the Council meeting held March 1, 2016 were approved as follows:

MOTION made by Ms. Hope Morgan, seconded by Mr. Mark Smith, and carried unanimously to approve the minutes of the meeting of the Records

Management Interagency Coordinating Council held March 1, 2016, 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) announced the draft version of the university records retention schedule is now complete. The Universities Records Management Committee (URMC) has been working to create and finalize the draft for approximately five years, she noted.
- Ms. Angela Ossar of the Office of the Governor noted approximately 500 unique records series were reviewed by the URMC, and 330 of those series were included in the draft.
- The draft schedule was distributed to university records management officers (RMOs) in early April for review. Approximately 10-12 items are still under review by TSLAC, Ms. Ossar said. Contract retention requirements arising from SB20 will be addressed as well, she said.
- TSLAC administrative rules will be formulated to include the new schedule in early 2017, Ms. Ossar noted. University RMOs will be asked to submit comments regarding the new schedule prior to the administrative rules being proposed, she added. Any questions or comments about the draft schedule should be emailed to Ms. Jacobson or Ms. Ossar.
- Ms. Ossar asked if there was further action needed from the Council, as the schedule is the work product of the URMC. Mr. Smith asked if a motion might be put forth from the Council to accept the schedule. Mr. Kimbriel noted a motion might be put forth to close the action. Mr. Smith added the motion could be in support of the draft schedule. Ms. Hermesmeyer noted a motion could be put forth at the September or December Council meetings to acknowledge completion of the final draft of the schedule. She added the schedule will have a significant impact across the state.
- Ms. Jacobson noted a separate session was held for university RMOs in conjunction with the April records management officer meeting. A total of 18 RMOs from 13 universities attended the session. Session attendees provided excellent feedback about the draft schedule, Ms. Jacobson said. The session generated more interest in the URMC as well. Moving forward, the URMC sees other areas of interest to focus on such as email management, training and education needs, and sharing of resources. The URMC plans to have a similar breakout session at the e-Records conference in November. The URMC welcomes suggestions for new projects from the Council, and plans to present suggestions for future projects to the Council.

IV. AGENDA ITEM 3 – REPORT ON THE APRIL RECORDS MANAGEMENT OFFICERS MEETING

- The second annual state RMO meeting was held on April 14. There were 115 attendees representing 72 state agencies, Mr. Craig Kelso of TSLAC noted. The previous meeting had 85 attendees from 55 agencies, he said. In addition to the breakout session for university RMOs, other sessions were held that focused on large agencies and small to mid-sized agencies specifically. Other sessions focused on information for new RMOs as well as new SB20 contract retention requirements. New administrative rules regarding the SB20 requirements have been approved by TSLAC and sent to the Texas Register for publication, he added. Depending on the amount and nature of comments received, TSLAC may approve adoption of the new rules at the August TSLAC meeting.
- Some attendees requested more information about additional training for the new TexLinx system. Six training classes have been held with 120 attendees, Mr. Kelso said. More classes will be held in June and July, with additional classes added as needed.
- Attendees asked for a forum for more discussion between RMOs. Mr. Kelso noted this request has come up in the past and is being considered. Other attendee requests focused on the need for short videos or flyers about records management that target agency heads. These informational materials could focus on the need for records management and the return on investment records management provides.
- TSLAC's collaboration with the Department of Information Resources (DIR) was commended by attendees. Attendees asked for suggestions on how to effectively interact with their own information technology departments.
- Another attendee suggestion was to have a records management training material clearinghouse. Agencies could have access to training materials already created by other agencies and would not have to create their own materials from scratch.
- Attendees from large agencies suggested the recertification process for records retentions schedules be started one year in advance rather than the current six months in advance. Mr. Kelso noted TSLAC will look into revising the process as suggested.
- TSLAC is considering making the RMO meeting an annual event, Mr. Kelso said. Session topics may be less formal and more networking-oriented during legislative session years, he said.
- Ms. Hermesmeyer attended the meeting, and noted such a forum for interaction among RMOs is greatly needed.

V. AGENDA ITEM 4 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- At the end of the large agency session at the April RMO meeting, agencies that are part of the State Agency Coordinating Committee (SACC) were asked to stay. Mr. Kelso and Ms. Hermesmeyer spoke to representatives from six to seven agencies about the formation of a SACC subcommittee on records management. The subcommittee will meet for the first time on June 13.

Bylaws from other SACC subcommittees were used as a basis for draft bylaws for the new records management subcommittee. Mr. Kelso and Ms. Hermesmeyer have been organizing the formation of the subcommittee. At the first meeting, they will suggest the subcommittee have ex-officio members from the Council as well as from TSLAC.

VI.   AGENDA ITEM 5 – e-RECORDS 2016 CONFERENCE UPDATE

- The call for presentations for the 2016 e-Records Conference has been issued, Ms. Nanette Pfiester of TSLAC said. The conference title is "At the Intersection of Technology and Records Management".
- Possible topics at the conference could include data management, defensible disposition, and electronic content management, she said. Another idea was to have pairs of information resource managers and records management officers from the same agency to serve on a panel about how to work together to integrate information technology and records management.
- Ideas for presentations are due by the end of July, Ms. Pfiester said. Ms. Morgan suggested a session on vocabulary. Ms. Morgan and Ms. Pfiester noted words such as "archive" can have different meanings to information resource managers and records management officers.
- The e-Records conference will be held on Friday, November 4 at the Commons Learning Center at the J.J. Pickle Research Campus, The University of Texas at Austin.
- Ms. Hermesmeyer asked if there will be concurrent sessions as in years past. Ms. Pfiester noted the number and subject matter of presentations will determine concurrent sessions. Mr. Kelso added the conference will focus more on case studies rather than on national speakers.

VII.   AGENDA ITEM 6 – REQUIRED REPORTS PROJECT UPDATE

- Ms. Pfiester noted the draft information for the required reports project will be distributed soon. The information will be distributed to state agencies as well as some legislative committees, and includes updates from the last legislative session, she said. Agencies are asked to evaluate what reports should be repealed, are duplicative, or need modification.
- The report is due by January 1, but the Legislative Budget Board has asked for it to be ready by November 15. The November 15 date helps the Legislative Council write an omnibus bill with required report changes if such a bill is necessary, she said.
- Currently, 1300 reports are included in the information. Of those reports, 345 have changes, 152 need repeal or are expired, 115 are new, and four are one-time reports.
- The required reports project helps prevent the creation of unnecessary reports, Ms. Pfiester said. Most of the reports included in the project are filed with TSLAC.

VIII. **AGENDA ITEM 7 – e-RECORDS RULES UPDATE WORKGROUP UPDATE**

- The first state electronic records rules went in effect in 1999 or 2000, Ms. Pfiester said. The last updates to the rules were in 2003, she added. To address needed updates, a small workgroup was formed that consists of a variety of information technology specialists and records managers as well as two outside industry experts. The workgroup has been meeting monthly by conference call.
- The workgroup decided there was a need to repeal the old rules and replace them with new rules. The old rules are too specific and reference outdated technology. The new rules will be broader, eliminating the need to update the rules each time technology changes.
- The workgroup plans to have the draft new rules finished by the end of the summer. The new rules will be distributed to RMOs for informal comment. After feedback is received from RMOs, the workgroup will present the rules to TSLAC for rulemaking.
- Mr. Kimbriel asked about a summary of the changes, since the old rules are being replaced and not amended. The new rules will be distributed to RMOs this week, Ms. Pfiester added.

IX. **AGENDA ITEM 8 – e-RECORDS REVIEW PANEL UPDATE**

- The e-Records Review Panel has not met since the Council's March meeting, Mr. Mark Myers of TSLAC noted. The panel plans to begin meeting monthly and will focus on formalizing a charter as well as reviewing activity in other workgroups and initiatives.

X. **AGENDA ITEM 9 – TEXAS DIGITAL ARCHIVE UPDATE**
- Mr. Myers noted the Texas Digital Archive recently was profiled in *Government Computing News.*
- As of June 1, nine terabytes of information were included in the archive. Much of the information is data from Governor Perry's administration as well as digital images. There are about 428,000 individual files in the archive, including both public and restricted records.
- New collections being added to the archive include Civil War muster rolls, Mr. Myers said. Fragile items in the most need of conservation are being added first, he noted. Early legislative bills are being added as well.
- TSLAC continues to communicate with other agencies about including records in the archive, Mr. Myers noted. Records from the Texas Department of Banking are being added at that agency's request, he said.
- Some records are challenging to bring into the archive as they exist on legacy media such as floppy disc or are saved in outdated or unusual software formats, Mr. Myers noted.

XI.   **AGENDA ITEM 10 – INFORMATION GOVERNANCE INITIATIVE 2016 BENCHMARK REPORT DISCUSSION**

- Mr. Myers drew the Council's attention to the Information Governance Initiative's report entitled *"The Governance of Long-Term Digital Information"*. The Texas Digital Archive is included as one of the case studies in the report. The initiative is support by Preservica Digital Preservation, the vendor for the Texas Digital Archive, he said.
- The report highlights challenges with long-term preservation of records that are daily business records, not just archivable records. A typical business cycle for software and hardware upgrades is approximately 7 to 10 years, Mr. Myers noted. A chart on page 11 of the report notes that approximately 98 percent of business organizations polled have digital records they keep for more than 10 years for a variety of reasons.
- About 17 states are using Preservica for their digital archives, Mr. Myers said. Texas is the only state in the Amazon government cloud. Preservica built out a separate instance in the government cloud specifically to meet requirements for the Texas Digital Archive, Mr. Myers noted. Mr. Smith noted the Texas Digital Archive moved forward in part due to support from the Council for legislative appropriations for the project.

XII.   **AGENDA ITEM 11 – COUNCIL POSITION FOR THE PUBLIC SENIOR COLLEGE OR UNIVERSITY AUXILIARY VOTING MEMBER VACANCY UPDATE**

- Ms. Hermesmeyer presented information to the Council about a nominee to fill the vacant council position for public senior college or university auxiliary voting member.
- Former Council member Ms. Cathy Nelson Hartman of the University of North Texas (UNT) suggested Ms. Morgan Geiringer for the position.
- Ms. Geiringer is the head of Special Collections at UNT. She is a professional archivist with over 10 years' experience, Ms. Hermesmeyer noted. She is certified by the Academy of Certified Archivists and is a member of the Society of American Archivists' Committee on Education. Additionally, she has served as senior archivist at the Robert J. Dole Institute of Politics at the University of Kansas, and as an archivist at the Missouri Historical Society.
- Ms. Geiringer is eager to serve on the Council and is interested in Council projects and concerns, Ms. Hermesmeyer noted.
- **MOTION** made by Mr. Mark Smith, seconded by Ms. Hope Morgan, and carried unanimously to ask Ms. Morgan Geiringer to join the Council as the college or university auxiliary voting member.

XIII.   **AGENDA ITEM 12 – DISCUSSION OF RMICC BIENNIAL REPORT 2015-2016**

- At the June Council meeting, the Council agreed to begin drafting the 2015-2016 biennial report. Ms. Hermesmeyer noted Mr. Houston, Mr. Julien and Mr. Quick agreed to assist with formulating the draft report.
- Ms. Hermesmeyer drew the Council's attention to the table of contents from the 2013-2014 report as asked if the Council liked the format.
- She noted the executive summary is often the only part of the report that is read. Four recommendations were included in the executive summary of the 2013-2014 report. Highlights of Council projects were included in the executive summary as well.
- The format used for the 2013-2014 report worked well, Ms. Hermesmeyer noted. Important recommendations and project highlights were included in the executive summary, with more detailed information included in later parts of the report.
- The draft report should be ready for review by the Council in September, Ms. Hermesmeyer said.

XIV. OTHER BUSINESS
- The Council congratulated member Mr. Michael Reagor on becoming a certified records manager.
- Mr. Smith noted exceptional item requests for upcoming legislative appropriations were presented by TSLAC staff to the commission the previous Friday. One request will be for funding for two additional government information analysts. The request was put forth in the 2015 legislative session but was not funded. Additionally, Mr. Smith noted TSLAC will not seek additional funding for the Texas Digital Archive. Most of the funding needed for the project is now falling within the daily operating budget of TSLAC, he said. Storage costs have decreased significantly as well, Mr. Smith noted.

XV. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 3:19 p.m.

Margaret Hermesmeyer
RMICC Chair