

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 17, 2011

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Friday, June 17, 2011 at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Peggy D. Rudd, Chair
Cathy Nelson Hartman, Member
Todd Kimbriel (representing Doug Holt), Member
Dan Procter, Member
Stephen Quick, Member
Kim Scofield, Member
Simon Skedd, Member
Debra J. Williams (representing Hope Morgan), Member

MEMBERS NOT PRESENT

Julie Leung, Member

GUESTS

Jan Ferrari, Texas State Library and Archives Commission
Chris Foster, University of North Texas System
Maryrose Hightower-Coyle, The University of Texas at Austin
Sarah Jacobson, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Roy Philips, Railroad Commission
Michael Reagor, Texas State Library and Archives Commission
Susan Rhyne, Railroad Commission
Steve Woodall, University of North Texas Health Science Center

I. CALL TO ORDER

A quorum being present, Chair Peggy D. Rudd called the meeting to order at 10:35a.m.

II. APPROVAL OF THE MARCH 8, 2011 MINUTES

Minutes to the Council meeting held March 8, 2011 were approved as follows:

MOTION made by Ms. Debra Williams, seconded by Mr. Stephen Quick, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 8, 2011, as presented.

III. AGENDA ITEM 2 – DISCUSSION OF LEGISLATION PASSED DURING 82ND LEGISLATURE

- Ms. Peggy D. Rudd noted a number of bills of interest to the Council were considered during the legislative session.
 - Ms. Rudd highlighted the passage of HB 1844 (Guillen), which authorizes the Texas State Library and Archives Commission (TSLAC) to store local government records and establish fees to cover the costs of such storage. Currently, TSLAC is authorized to store records for state agencies only. Ms. Rudd noted that as a result of the Government Efficiency and Effectiveness report as well as instructions received from the Legislative Budget Board, TSLAC expected to raise fees to state agency customers to cover the costs of such storage. Ms. Rudd noted a large amount of archives will be moved from the State Records Center into appropriate archivable storage as well, freeing up space in the State Records Center.
 - Ms. Rudd noted Travis County supported passage of HB 1844, and has indicated their interest in storing records at the State Records Center.
- Ms. Nanette Pfiester of TSLAC presented information on bills of interest to the Council that passed during the legislative session. Ms. Pfiester presented testimony to the legislature on a number of bills, several of which used the Report of Required Reports for reference.
 - HB 326 (Guillen) requires state agencies undergoing review by the Sunset Advisory Commission prepare a list of statutorily required reports and present that list to the Commission as part of the review. The bill requires the agency undergoing review to assess the value of the required reports as well.
 - HB 726 (Sheffield) allows agencies to notify legislators of the availability of publications electronically rather than in writing. Additionally, the bill allows legislators to respond electronically and indicate their preference for a paper or electronic copy of a publication.
 - HB 1781 (Price) requires executive directors of state agencies to prepare a one-time listing of statutorily required reports and assess the value of the required reports. The report is due by August 1, 2012. Ms. Pfiester noted that TSLAC presented information to Representative Price regarding the information included in the Report of Required Reports compiled by TSLAC. She indicated

this information would be shared with state agencies to assist them in compiling the report required by HB 1781. Ms. Rudd noted she had received a nice letter from Representative Price's office, and that he is a new legislator serving his first term. She indicated Representative Price seems to be interested in records management issues, and might be a good resource for the Council in the future. Ms. Pfiester noted the bill eliminates some reports required to be filed with the Attorney General's office. Additionally, it requires the Sunset Advisory Commission to review the listing of required reports compiled by agencies undergoing review by the Commission and make recommendations regarding the continuation of those required reports.

- SB 5 (Zaffirini) removes some reporting requirements for higher education institutions. If the higher education institution has a policy or rule that requires a report, they will have to reaffirm the policy or readopt the rule.
- SB 71 (Nelson) repeals some reporting requirements relating to health and human services, and changes the timeframes for some other reports.
- SB 1179 (Nelson) repeals 189 of the 1466 reports included in the Report of Required Reports. Many of the reports being repealed are funds received/disbursed reports, which have been replaced by agency annual financial reports.
- SB 1618 (Seliger) requires agencies to submit reports to the legislature in electronic format. It requires school districts to submit reports to the Texas Education Agency electronically as well.
- Ms. Cathy Nelson Hartman asked if there was any indication that the governor would veto any of the bills Ms. Pfiester discussed. Ms. Pfiester indicated the governor has not yet signed or vetoed many bills, as most were sent to him on the last day of the legislative session. Since the governor has 20 days to act on the bills, Ms. Pfiester noted that she anticipated him acting on the bills the week of June 20th. Bills that received a two-thirds vote of the legislature would become effective immediately. Most bills would become effective September 1, 2011.
- Mr. Michael Reagor of TSLAC presented information on additional bills passed during the legislative session.
 - HB 118 (McClendon) requires hospital patients to sign notification acknowledging their patient records are government records. The bill applies more to local governments than to state agencies, although some state agencies are affected.
 - HB 1247 (Callegari) repeals the restrictions on paper sizes that state agencies may purchase.
 - HB 1559 (Davis) is already in effect. This bill requires TSLAC to adopt rules relating to the retention, storage and destruction of court records produced before January 1, 1951. TSLAC staff is

developing rules for local governments regarding these records. The rules will be presented to the Commission at the Commission's July 1 meeting. Since the bill is not limited to records produced by local courts, there may be changes to the state agency records retention schedules needed in the future.

- Mr. Reagor noted that Ms. Rudd had previously highlighted HB 1844 (Guillen) authorizing the storage of local government records at the State Records Center.
- HB 2460 (Truitt) extends state open records laws to include the governing bodies of all public retirement systems. It includes provisions to keep the records of individual retirement system members confidential. The bill eliminates confusion about whether or not some retirement systems (such as municipal retirement systems) were subject to state open records laws.
- SB 1908 (Wentworth) changes the 100 year disclosure period for birth records to 75 years after the date of creation. It adds a provision to the Government Code, §552.0215, to indicate all state agency records are available for public inspection 75 years after the date of creation unless those records are specifically declared confidential.

IV. AGENDA ITEM 3 – REPORT FROM THE BEST PRACTICES COMMITTEE

Ms. Jan Ferrari of the Texas State Library and Archives Commission (TSLAC) presented a report from the Best Practices Committee.

- The Best Practices Committee met on June 6 with 18 members present. The Committee plans to meet every two months. Three work groups were created and team leaders were appointed for each work group. Mr. T.J. Wasden of the Texas Department of Family and Protective Services is the team leader for the email management work group. Mr. Wasden is the co-chair of the Best Practices Committee, along with Ms. Ferrari. Ms. Nanette Pfister of TSLAC is the team leader of the e-records management workgroup, and Sarah Jacobson of TSLAC is the team leader for the social media work group.
- Ms. Ferrari noted that the committee anticipates deliverables in 2012, and would like guidance from the Council as to when reports should be due to the Council. Ms. Peggy D. Rudd asked if the committee wanted the guidance from the Council as to a reporting schedule to be given immediately, and Ms. Ferrari indicated that would be acceptable.
- Mr. Todd Kimbriel indicated that a number of state agencies have formed a working committee to discuss social media. The working committee has about 40 members, broken up into 4-5 groups. The working committee is more focused on technology concerns with implementing social media. Mr. Kimbriel suggested the Best Practices Committee should engage with the working committee. Ms. Ferrari noted that Ms. Jacobson is a member

of the working committee as well as the social media work group team leader for the Best Practices Committee, so information will be shared between both committees.

- Ms. Rudd asked Mr. Kimbriel if he thought the working committee would be creating an enterprise-level policy regarding social media. Mr. Kimbriel noted the working committee is focused on implementation of social media, and might be developing a tool kit for agencies to use for implementation. He added that while he believes the working committee is focused more on technology concerns, the Department of Information Resources staff committed to the working committee are policy group staff.
- Mr. Kimbriel noted that the working committee's focus on technology issues with social media implementation may lead to the formation of a policy group in the future. Ms. Kim Scofield noted that currently, each individual agency has its own policy regarding social media. Ms. Rudd noted that many agencies currently are implementing social media regardless of whether or not a formal policy exists. Ms. Cathy Nelson Hartman noted that many universities have been using social media for years as well.
- Ms. Ferrari asked the Council for guidance regarding due dates for draft and final reports from the Best Practices Committee. She noted the Best Practices Committee will report to the Council at each Council meeting. Ms. Debra Williams asked if each of the separate work groups will be reporting to the Council at each Council meeting. Ms. Ferrari noted that there will be one report given from the Best Practice Committee at each Council meeting that includes all the work groups.
- Ms. Rudd asked Ms. Ferrari if she anticipated information arising from the Best Practices Committee's work that might impact the next legislative session. If so, Ms. Rudd noted the Committee would need to present their final report with the timing of the legislative session in mind. Ms. Ferrari noted the committee anticipated having their report completed in August 2012. Ms. Hartman asked about the possibility of having a draft of the report by June 2012. Ms. Ferrari indicated that was a reasonable schedule.
- **MOTION** made by Ms. Kim Scofield, seconded by Mr. Todd Kimbriel, and carried unanimously for a draft report to be presented at the June 2012 Council meeting and a final report to be completed by August 2012.
- Ms. Hartman expressed her appreciation to Ms. Ferrari and Mr. Wasden for the work in continuing the Best Practices Committee following the retirement of Ms. Martha Richardson.

V. AGENDA ITEM 4 – PROGRESS UPDATE FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

- Mr. Chris Foster of the University of North Texas System presented the report from the Universities Records Management Committee (URMC).

- The URM is comprised of about 30 members in the full committee as well as a smaller steering group.
- The URM has been focused on identifying what challenges are facing university records managers around the state. To identify these challenges, the URM has been developing the Baseline Assessment of Records Management Programs survey. The URM has finalized the questions to be included in the survey, and is working with a survey group at the University of North Texas (UNT) to standardize the format of the questions. The UNT survey group offered its assistance to the URM for this project.
 - The URM indicated in the past that it would share the draft questions with the Council before the survey was implemented. Mr. Foster noted that the survey questions are in line with Generally Accepted Recordkeeping Principles (GARP), and indicated the Council might be more interested in the survey results rather than the questions themselves.
 - Mr. Foster said the URM intends to start the survey the first week of July, and he anticipated being able to report preliminary results to the Council at the Council's September meeting.
- The URM will submit a project plan to the Council at the September meeting as well. The URM is looking at developing best practices for university records management programs, including a possible toolkit or templates for universities to use when developing a records management program. Data received from the survey should help the URM decide what areas of university records management to focus on first.
- The URM is involved with a second project as well—researching and developing a university records retention schedule that would complement the existing state records retention schedules. The URM is finalizing the draft of the university records retention schedule at the present time.
 - The draft university records retention schedule is being compared to existing professional standards and relevant regulations, such as the Code of Federal Regulations and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines.
 - Data developed from the university records retention schedule project is being entered in the JIRA tracking system. The JIRA system allows analysts to track and record comments and changes to the data entered into the system. Additionally, the JIRA system allows such changes and comments to be packaged for retention by the Texas State Library and Archives Commission.
 - Mr. Foster noted the importance of developing a university records retention schedule. University records managers around the state will be able to use the schedule as a resource as they recertify their own records retention schedules.
- Mr. Foster updated the Council on membership changes to the URM. Ms. Mary Lou Carpenter is no longer a member of the URM as she has

left the University of Texas System. Ms. Carpenter was formerly the Records Management Officer for the UT System, and Mr. Foster noted the importance of that position to the URM. Ms. Kim Scofield noted that the position might have been reassigned. Mr. Foster said the URM will offer membership on the URM to whoever takes over the records management officer position for the UT System. Two new members have joined the URM since the last Council meeting as well: April Norris of the University of Texas School of Information, and Kris Toma, University Archivist and Records Manager for Texas State University.

- The URM is working on finalizing a possible formal roundtable or presentation for higher education records management professionals at the e-records conference.
 - A survey was sent out statewide to higher education records managers regarding interest in such a presentation. Initial survey data indicated a very high level of interest in such a presentation, even if it were offered the day before the e-records conference. Mr. Foster noted the URM is concerned with collaboration among higher education records managers in Texas, and the e-records conference allows an opportunity for such collaboration in person.
 - Ms. Peggy D. Rudd noted that it would be interesting to explore creating a community of practice for university records management officers, and having an annual meeting as part of the e-records conference. Mr. Foster indicated his agreement and noted the URM would like to see such an annual meeting.
 - Ms. Scofield noted the existence of a Texas chapter of AACRAO, and said the organization had expressed interest in records management presentations in the past. Mr. Foster noted he has had contact with the Texas chapter and will pursue opportunities for collaboration with the chapter in the future.
 - Mr. Todd Kimbriel noted the Department of Information Resources participates in three separate informal roundtables, and has found such opportunities for collaboration to be useful.
- Ms. Scofield inquired about a possible date for the draft university records retention schedule to be available. Mr. Foster noted that the URM had anticipated the draft would be ready in August, but that date may be pushed back due to the volume of research required for the project. He indicated the first part of the project was to research how Texas universities currently were handling records retention. The project then moved forward to see how universities nationwide managed records retention, and was that the same or different than what Texas universities were doing. The project has grown to include comparison to other regulations and professional standards as well. The records retention schedule project has drawn in many members to the URM, Mr. Foster said.
- Ms. Cathy Nelson Hartman asked that Mr. Foster express the Council's appreciation to the other members of the URM for their work. Ms.

Scotfield expressed appreciation for Mr. Foster's leadership of the URM as well. Ms. Hartman noted the State Records Center has provided support for the work of the URM as well. Mr. Foster thanked the Council and the State Records Center for their support.

- Ms. Rudd asked if the draft records retention schedule might be available by the end of 2011. Ms. Sarah Jacobson, URM Co-Chair, indicated she believed that was possible. Mr. Foster noted the URM would have more information to share with the Council about the records retention schedule at the Council's September meeting.

VI. OTHER BUSINESS

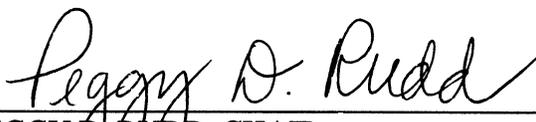
No other business.

VII. PUBLIC COMMENT

- Mr. Stephen Quick inquired about the new fees that are proposed by the State Records Center. Ms. Peggy D. Rudd noted the fees will be discussed at the Texas State Library and Archives Commission's July 1 meeting. She indicated there has been interest in the fee increases from the State Records Center's customers. She noted the State Records Center is sensitive to the budget constraints of their customers, and is trying to control the fee increases as much as possible while still recovering costs. Mr. Quick asked if the new fees would be included on the State Records Center website, and Ms. Rudd noted they would.
- Ms. Rudd made the Council aware of a location change for the September meeting. The September meeting will take place at the Lorenzo de Zavala State Library and Archives Building, 1201 Brazos Street, rather than at 4400 Shoal Creek Boulevard as originally scheduled.

No public comment.

MOTION made by Mr. Dan Procter, seconded by Ms. Kim Scotfield, and carried unanimously to adjourn the meeting. In the absence of any further business, the meeting stood adjourned at 11:28 a.m.



PEGGY D. RUDD, CHAIR
Records Management Interagency Coordinating Council