The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Thursday, July 10, 2008 at the Capitol Extension in Room E1.010.

MEMBERS PRESENT

Teresa Morales, Chair
Brian Rawson, Vice-chair
Julie Leung, Member
Hope Morgan, Member
Dan Procter, Member
Simon Skedd, Member
Zindia Thomas, Member

MEMBERS NOT PRESENT

Cathy Hartman, Member
Peggy Rudd (Represented by Tim Nolan)

GUESTS

Don Burns, Comptroller of Public Accounts
Mia Cevallos, Texas Education Agency
Nichole Edwards, Texas Residential Construction Commission
B. Fealy, Texas Legislative Council
Paige Hamilton, Texas Department of Criminal Justice
Linda Kemp, Texas Education Agency
April Peralta, Texas Department of Criminal Justice
Martha Richardson, Department of Information Resources
Sylvia Sisson, Texas Legislative Council
Michelle Whitecotton, Texas Department of Criminal Justice

I.   CALL TO ORDER

A quorum being present, Chair Teresa Morales called the meeting to order at 10:02 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 and Ms. Peggy Rudd were not present at this meeting. The record of the meeting further reflects that Mr. Tim Nolan from the Texas State Library and Archives Commission was on hand to represent Ms. Rudd in her absence.

The Chair then formally introduced newly inducted RMICC members Hope Morgan, Simon Skedd, and Zindia Thomas.

IV. APPROVAL OF THE APRIL 10, 2008 MINUTES

Minutes to the RMICC meeting held April 10, 2008 were approved as follows:

MOTION made by Mr. Brian Rawson, seconded by Ms. Zindia Thomas, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held April 10, 2008, as presented.

V. JOB DESCRIPTION COMMITTEE REPORT – TIM NOLAN, TEXAS STATE LIBRARY

Mr. Tim Nolan provided an update regarding the Job Description Committee's job guidelines for records management officers as developed by the committee. Mr. Nolan noted that the guidelines were modified to reflect the recommended changes made at the RMICC's April 2008 meeting.

The updated guidelines are currently posted on the Texas State Library and Archives Commission website at http://www.tsl.state.tx.us/slrm/state/rmicc.html under "Records Management Officer Job Guidelines for Texas State Agencies and Institutions of Higher Education" in Microsoft Word or PDF format.

In addition to Mr. Nolan's report, the Chair noted the drafting of a letter by RMICC to state agencies and institutions of higher education regarding the posted guidelines. The intent of the letter is to seek input. All RMICC members are to receive a copy of the letter.

VI. RECORDS MANAGEMENT BEST PRACTICES FOR MANAGING DIGITAL INFORMATION COMMITTEE

Ms. Martha Richardson from the Department of Information Resources provided the status of the Records Management Best Practices for Managing Digital Information Committee's progress on the recruitment of committee members. The committee has 22 members and represents a well-diversified area of expertise (i.e., records managers, information technologists, legal counsels, and archivists).

Committee members were also queried on the areas of most concern regarding digital information management. Listed below are the results from that query.

- Developing reasonable strategies that support rather than hamper agency staff in their performance of duties that form the core mission of the agency or institution.
- Growth.
- Use of knowledge management tools to address the current legal issue relating to the transition to electronic information as the key tool for documented communication.
- E-discovery, developing effective policies and procedures while simultaneously being user friendly, meeting Texas State Library and Archives Commission laws/rules and audit requirements.
- Organization of data, capturing metadata, disposition/safeguarding information.
- Retention requirements.
- E-mail retention, database.

  - Ability to properly identify all sources and locations of information.
  - If the information is provided to a third party, revealing confidential data embedded in digital documents is a risk.
  - Proper protocols for storing, retrieving, and deleting digital information.

- Data loss and date exposure.
- Access to confidential or protected information.
- Long-term accessibility of digital information. As more digital objects include multi-media aspects, the ability to translate digital objects into a more stable paper format is lost, leading to the desire for open document formats.
- Compliance with records laws and administrative rules.
- Records archiving, e-records discovery.
- Permanent retention.
- E-mail, instant messages, independent access databases documents requiring metadata.
- Ability to securely preserve and recover, especially ability to archive; state employee use and management of e-mail.
- E-mail management and electronic records management techniques and procedures.
- E-mail and lack of compliance with RRS.

- Preserving electronic information that has archival/permanent value.

Lastly, committee members were asked to rank their list of preferences. Preferences are set forth below with the first item representing the highest ranking.

- Developing best practices in information technology systems, management, and operations (information architecture) for the life-cycle management of future information).
- Developing strategies for long-term preservation of historical records in electronic form.
- Developing best practices for dealing with already existing electronically stored information (ESI) for e-discovery.
- Developing recommendations for use of open document format for word processing, spreadsheet, and presentation software applications (as requested by the House Interim Committee). Ms. Richardson noted that, while open document formatting ranked last, the committee would continue its focus on this area in order to assist in the House Interim Committee's charge to RMICC in that regard.

Prior to concluding this item, Chair Teresa Morales announced that the Open Source Committee initially formed by RMICC has been transferred to the Department of Information Resources. The Records Management Best Practices for Managing Digital Information Committee would continue its work under RMICC with its focus on open document format.

VII.   NEW BUSINESS

No new business was presented at this meeting.

VIII. PUBLIC COMMENT

No public comments were made at this meeting.

IX.   NEXT MEETING

Due to a schedule conflict for certain RMICC members, the next meeting date was rescheduled for Tuesday, October 7, 2008 at 10:00 a.m. Depending on its availability, the meeting will be held in Room E1.010 at the State Capitol Extension.

In the absence of any further business, the meeting stood adjourned at 10:25 a.m.

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TERESA MORALES, CHAIR
Records Management Interagency Coordinating Council Meeting