

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
September 1, 2015

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 1, 2015, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Cathy Nelson Hartman, Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member
Letitia Williams (representing Vincent Houston), 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
Karen Davis, Texas State Library and Archives Commission
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, 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
Kay Steed, Employees Retirement System of Texas
Marianne Symeonides, Texas State Library and Archives Commission
Erica Wilson, Texas State Library and Archives Commission
Bonnie Zuber, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:04 p.m.

II. APPROVAL OF THE JUNE 2, 2015 MINUTES

Mr. Michael Reagor noted the minutes listed Ms. Angela Ossar as an employee of the Texas State Library and Archives Commission. Ms. Ossar is now an employee of the Office of the Governor.

The minutes to the Council meeting held June 2, 2015 were approved as follows:

MOTION made by Mr. Todd Kimbriel, seconded by Mr. Mark Smith, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 2, 2015, as amended.

III. AGENDA ITEM 2 – REPORT FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

Ms. Marianna Symeonides of the Texas State Library and Archives Commission (TSLAC) gave an update from the Universities Records Management Committee (URMC).

- Ms. Symeonides noted two new TSLAC analysts have been attending the URMC meetings: Mr. Joshua Clark and Ms. Julie Wagner.
- The University Health Records Task Force has completed its work, Ms. Symeonides said. The task force met twelve times in total, including three times since the last Council meeting.
- The task force reviewed 72 records series and presented 41 of those series to be included in the university records retention schedule (URRS). Those 41 series were approved at the July 28 URMC meeting.
- For the URRS as a whole, 469 items have been completed. Of those items, 304 are finalized. Only 14 series remain to be discussed, she said.
- The target date for completion of all series is September 2015. After all series are reviewed, the next step will be to present the items to the full URMC membership and to Council for comment.
- Ms. Sarah Jacobson of TSLAC noted Ms. Megan Carey, another new TSLAC analyst, was attending the Council meeting.
- After the URRS is finalized, the URMC will begin selecting its next project, Ms. Jacobson said. A starting point will be the strategic directions included in the Council's biennial report, she said. Any new projects or workgroups will begin in the spring of 2016 at the earliest, she said.
- Members of the URMC will be involved in the process as the URRS is finalized by TSLAC, Ms. Jacobson said.
- Additionally, the URMC plans to organize an informal meeting of university records management personnel attending the e-Records conference in November.
- Mr. Kimbriel asked about the process for creating new projects. Ms. Jacobson noted the strategic directions give the URMC broad direction.

Broad areas of study would be presented to the Council for input, she said. Ms. Hope Morgan asked when such ideas might be presented to the Council. Ms. Jacobson noted the Council's March meeting might be when such ideas were presented.

IV. AGENDA ITEM 3 – UPDATE ON THE SACC RECORDS MANAGEMENT SUBCOMMITTEE

Ms. Margaret Hermesmeier updated the Council on the new State Agency Coordinating Committee (SACC) records management subcommittee.

- Formation of a SACC records management subcommittee was proposed to SACC in May, Ms. Hermesmeier said. SACC approved the formation of the subcommittee, and has requested member agencies appoint a representative to the new subcommittee.
- Many of the representatives to the new subcommittee are records management officers, Ms. Hermesmeier said. Only two member agencies have not yet appointed a representative to the subcommittee, she noted.
- SACC plans to call an initial meeting of the subcommittee soon but as yet no date has been set, Ms. Hermesmeier said. At the initial meeting, the scope for the subcommittee will be defined within overall SACC objectives, she said.
- The SACC chair has asked both the Council and TSLAC to provide support for the subcommittee, Ms. Hermesmeier said.
- Mr. Smith asked for clarification about subcommittee membership. Mr. Kimbriel noted each member agency will appoint a representative to the subcommittee.
- Since TSLAC is not a member of SACC, Ms. Hermesmeier asked if the Council should inquire about having a TSLAC representative serve on the subcommittee.
- **MOTION** made by Mr. Todd Kimbriel, seconded by Ms. Hope Morgan, and carried unanimously to recommend to the SACC committee chair that a TSLAC subject matter expert be placed on the SACC subcommittee for records management.
- Ms. Hermesmeier indicated she will make the request to SACC on behalf of the Council.

V. AGENDA ITEM 4 – UPDATE ON ADMINISTRATIVE RULES

Ms. Nanette Pfiester of TSLAC updated the Council on administrative rulemaking activity.

- Ms. Pfiester noted TSLAC is working on updating electronic records rules. The rules have not been updated in some time, she said. The workgroup met for the first time on July 1. The workgroup will meet again on September 2, she said. A wide array of agencies are represented on the workgroup, including some of the Council's member agencies, she said. Additionally, the workgroup includes some members from private sector

organizations including Hewlett Packard and IBM. Both representatives from IBM are certified records managers, she noted. One member of the workgroup is John Frost, a former president of ARMA International. Several TSLAC analysts are involved in the workgroup as well.

- The workgroup plans to meet monthly through December, Ms. Pfiester said. A draft of the proposed rule changes might be presented to TSLAC at its February meeting and then released for public comment, she said. TSLAC will release the draft through its blog as well. Updates to the rules might be finalized by the summer of 2016, she noted.
- Ms. Pfiester noted the Department of Information Resources (DIR) had posted changes to its Chapter 203 rules, concerning the Uniform Electronic Transactions Act. The rules cover such items as digital signatures, she said.
- Ms. Pfiester noted SB 20 from the last session added §441.1855 to the Government Code. The new section concerns retention of contract and related documents by state agencies including institutions of higher education. Agencies shall retain contract documents and solicitations related to the contract for seven years from the end of the contract or seven years from when any issues with the contract are resolved, she said. Current administrative rules require a four-year retention period, she said.
- What documents constitute a contract can cover a broad range of items, Ms. Pfiester noted.
- The state records retention schedule will need to be updated to include the new requirements, Ms. Pfiester said. The Comptroller's office will issue a new contract management guide soon, she said.
- Mr. Craig Kelso of TSLAC noted the draft rules for updating the records retention schedule might be presented to TSLAC at the Commission's February 2016 meeting. Approximately eight or nine records series are affected by SB 20, he said. Input from agency records management officers will be solicited during the rule drafting process, Ms. Jacobson added.
- Mr. Kimbriel noted proposed changes to Title 10, Chapter 203 would be published in the *Texas Register* soon.
- Mr. Reagor asked about the timeline for changes to the administrative rules affected by SB 20. Mr. Smith noted the rules could be adopted as soon as April. Ms. Pfiester said the adoption date of the rules would depend on the public comments received as well.

VI. AGENDA ITEM 5 – UPDATE ON E-RECORDS CONFERENCE REGISTRATION AND SPEAKER LINEUP

Ms. Pfiester updated the Council on the upcoming e-Records conference.

- The annual e-Records conference will be held on November 17, Ms. Pfiester said. Speakers have been selected from proposals received. The title for the event is V3 Volume Velocity Variety.

- Both TSLAC and DIR will present opening remarks. The keynote speaker will be Paul Taylor of Governing magazine, she said. Ms. Jelain Chub and Mr. Mark Myers of TSLAC will present an update on the Texas Digital Archive as well. Other presentations will focus on email management, social media, and lessons learned from implementing an electronic document management system among other topics, she said.
- Registration for the conference will be open very soon, Ms. Pfiester said. Cost for registration is \$65 until October 27. After October 27, registration cost will be \$100. The fee includes lunch, she said.
- Mr. Kelso noted there will be concurrent afternoon sessions for the first time this year.

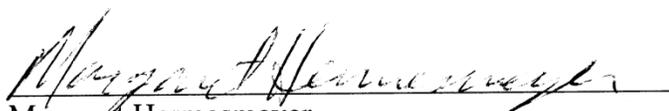
VII. OTHER BUSINESS

- Mr. Kimbriel noted HB 1912 required DIR to hire a statewide data coordinator. DIR is in the process of interviewing candidates for the position and hopes to make a decision by September 4, he said. Ms. Hermesmeyer asked if Mr. Kimbriel would update the Council about the position at the Council's December meeting.
- Mr. Myers noted that TSLAC continues to process records received from Governor Perry's administration. Additional dark archive storage will be added to accommodate the master files, he said. Software updates will occur near the end of September, and then the information will be migrated to the Amazon government cloud, he said.
- Data from other agencies such as the Office of the Attorney General, the Railroad Commission of Texas and the Texas Historical Commission will be the next information moved into the Texas Digital Archive, Mr. Myers noted. RMICC member agencies will be next after those three agencies, Mr. Smith said.
- Ms. Pfiester noted that Mr. Tim Nolan had retired. Mr. Nolan participated in many Council meetings in the past.

VIII. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 2:44 p.m.


Margaret Hermesmeyer
RMICC Chair