

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
September 9, 2014

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 9, 2014, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Acting Chair
Cathy Nelson Hartman, Member
Daniel Julien, Member
Todd Kimbriel, Member
Julie Leung, Member
Hope Morgan, Member
Stephen Quick, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Vincent Houston, Member

GUESTS

Angela Ossar, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Michael Reagor, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Acting Chair Margaret Hermesmeier called the meeting to order at 10:31 a.m.

II. APPROVAL OF THE JUNE 3, 2014 MINUTES

The minutes to the Council meeting held June 3, 2014 were approved as follows:

MOTION made by Mr. Todd Kimbriel, seconded by Ms. Hope Morgan, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 3, 2014, as presented.

III. AGENDA ITEM 2 – UPDATE ON THE REQUIRED REPORTS PROJECT

Ms. Nanette Pfiester of the Texas State Library and Archives Commission (TSLAC) updated the Council on the *Required Reports Prepared by State Agencies and Institutions of Higher Education (Fiscal Year 2015)*.

- The report is due by January 1, 2015, Ms. Pfiester said. However, the Legislative Budget Board (LBB) has asked that the report be completed by mid-November.
- The Senate Committee on Government Organization has an interim charge to look at state agencies' mandated reports, and to determine if any of those reports were obsolete and could be eliminated. Additionally, cost savings through the use of technology and improved transparency were considered, she said.
- The committee held a hearing on June 18. The LBB and several other agencies testified at the hearing as well as members of the public.
- The committee formed a work group that includes several large state agencies such as the Health and Human Service Commission, Texas Higher Education Coordinating Board, LBB and TSLAC as well as Senate staff. Additionally, the work group includes Mr. Talmadge Heflin, Director, Center for Fiscal Policy, Texas Public Policy Foundation, and Ms. Sherri Greenberg, Director of the Center for Politics and Governance at the LBJ School of Public Affairs at the University of Texas at Austin.
- The work group met and considered items such as ways to reduce the amount of required reports for agencies, and ways to make all reports available in a centralized location.
- The work group expects to have information ready to present to the committee in mid-November, for inclusion in an interim report by the committee in mid-December, Ms. Pfiester said.

IV. AGENDA ITEM 3 –UPDATE ON THE e-RECORDS CONFERENCE

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

- TSLAC met with the Department of Information Resources to finalize speakers for the conference, Ms. Pfiester said.
- Registration for the conference has begun, and about 37 individuals have registered so far. Reminders about the conference are sent out on the TSLAC listserv about every two weeks.
- The keynote speaker will be Alan Webber, Research Director of IDC Government Insights. Other presentations will include Mr. Mark Myers of TSLAC speaking about the importance of records management and IT collaboration for digital preservation, and John Rhoades, Senior Vice President of Access Sciences Corporation speaking about intentional design: embedding records management into technology.
- Two speakers from the City of Austin (Ms. Jessica Higgins and Ms. Katherine Cranford) will present information about negotiating metadata

standards for e-records. Ms. Natalie Acevedo, Program Manager from the Texas Department of Public Safety will speak about streamlining with SharePoint. Additionally, Ms. Barbara Mercer, Vice President and Principal Consultant of Information Network International and Mr. Stephen Sepulveda, Project Manager of PacoTech, Inc. will present an ERM case study.

- The conference will be held November 18 at The Commons Center at the J.J. Pickle Research Campus of the University of Texas at Austin. Mr. Mark Smith of TSLAC and Mr. Todd Kimbriel of DIR will present the welcoming remarks for the conference.

V. **AGENDA ITEM 4 – UPDATE ON THE COUNCIL ON COMPETITIVE GOVERNMENT’S NEW CONTRACT FOR DIGITAL IMAGING SERVICES AND CONTINUED CONTRACT OF SECURE DOCUMENT DESTRUCTION**

Ms. Nanette Pfiester of TSLAC presented information to the Council regarding the Council on Competitive Government’s contracts.

- In January 2011, the contract for digital imaging services went to eight vendors in three service categories, Ms. Pfiester said. Previously, the contract had been awarded to a single bidder. The final renewal period of the original contract ended August 31, 2014. Over the past year, the Council on Competitive Government (CCG) has been meeting with stakeholders and existing vendors to develop a request for proposal.
- The new digital imaging services contract has been awarded to five vendors without separate service categories, Ms. Pfiester said. The vendors are Cogniserve, Image API, Neubus, Open Text and Oveana. The companies are different sizes and provide a variety of services. Cogniserve and Oveana are new vendors on the contract, she said. The new contract runs through August 31, 2017, and includes three one-year renewal options.
- The secure document destruction contract is administered by TIBH Industries, Ms. Pfiester said. The service has expanded and is available in five locations around the state, she said. The service includes securely shredding and then recycling paper documents as well as electronic waste and other non-paper waste. Approximately 9 million pounds of paper were securely shredded and recycled in 2014, Ms. Pfiester said.

VI. **AGENDA ITEM 5 – UPDATE ON SUBMISSION OF TSLAC’S LEGISLATIVE APPROPRIATIONS REQUEST, INCLUDING EXCEPTIONAL ITEMS RELATED TO ARCHIVES AND RECORDS**

- Mr. Mark Smith of TSLAC called the Council’s attention to two handouts relating to TSLAC’s exceptional items. TSLAC requested a total of six exceptional items, two of which relate to archives and records. TSLAC’s joint budget hearing was held September 2, 2014.

- No questions were received on the Texas Digital Archive item or the support for state and local records managers item, Mr. Smith said. Throughout the summer, meetings have been held with key Senate legislative staff members to present information about the items to them, Mr. Smith said. He noted this is the fifth biennium that support for the Texas Digital Archive has been requested.
- Mr. Smith added that TSLAC may be able to add one analyst position in the fall.
- Additional data in support of the exceptional items is still needed, Mr. Smith said. Any assistance from the Council would be appreciated, he said.
- Ms. Cathy Hartman asked if the Texas Digital Archive would include records from state universities as well as other state agencies. Mr. Smith indicated that documents of permanent historical value would be included. This could include records that are confidential or have restricted access, he said.
- Ms. Margaret Hermesmeier suggested that records management officers might be able to provide information about storage costs for records they are maintaining. Mr. Todd Kimbriel noted that DIR issues the IRDR survey every two years. Responses to the survey might be used to extrapolate storage costs, he said. Mr. Kimbriel indicated he would inquire about the information compiled in the most recent IRDR survey and share it with the Council at a later date. If appropriate questions were not included in the current IRDR survey, he suggested a working group of records management officers might be created to ensure such questions are included in the next survey.

VII. AGENDA ITEM 6 – DISCUSSION OF RMICC BIENNIAL REPORT

- Ms. Margaret Hermesmeier called the Council's attention to the process plan for drafting and submitting the Council's biennial report. Three sections were included in the process plan: guidelines for preparing the report, proposed timeline for preparing and submitting the report, and content to be included in the report.
- The biennial report is due by November 1, Ms. Hermesmeier said. Reports previously submitted by the Council are available on the Council's website, she said.
- Prior reports have included an executive summary, information about the Council, and recommendations from the Council, she said. The Council needed to decide on the format of the report and what recommendations to include in the report. Volunteers were needed to draft individual sections of the report, she said. One central person would then compile the individual sections into the complete report for the Council's review and feedback.
- Drafting of individual sections of the report would occur from September 9 until September 26, with drafts due to a single individual for compilation

by September 26. The draft sections would be compiled into a single document by October 10. The draft report would be ready for the Council to review by October 13.

- Ms. Hermesmeier noted the Council could proceed with review of the draft report in two ways. The first would be for Council members to submit feedback by email to a single individual. The second was to hold a special meeting in mid to late October to discuss and vote on the draft report. She stressed that the Council could only submit feedback through email and could not engage in a discussion of the report by email.
- The Council favored holding a special meeting to review the report. The special meeting will be scheduled for the week of October 20.
- Ms. Hermesmeier noted that the November 1 deadline falls on a Saturday, so the report should be ready for submission by October 29 if at all possible.
- The Council discussed the individual sections of the report and asked for volunteers to compile each section. The executive summary will contain the Council's recommendations, as that is sometimes the only part of the report that is read, Ms. Hermesmeier noted. Appendices can be included for such items as the educational pamphlets, she said.
- Ms. Nanette Pfiester of TSLAC noted that Ms. Sarah Jacobson would be able to provide information about electronic records management training to be included in the report.
- Ms. Julie Leung added that past meeting agendas could be consulted for information about records and information management related collaborative efforts.
- Ms. Hermesmeier and Mr. Mark Smith agreed to draft the executive summary.
- Mr. Todd Kimbriel noted that the Council's accomplishments should be stressed in the background section of the report, including continuing benefits of the Council's completed projects. Ms. Hermesmeier, Ms. Hartman and Mr. Kelso will draft the background section of the report.
- Information about the Council's projects over the last biennium can be found in the meeting minutes, Ms. Hermesmeier said. Ms. Hartman added that the Council's subcommittees have reports on the Council's projects available as well. Ms. Hermesmeier asked for a volunteer to collect information about collaborative efforts for the report. Mr. Kimbriel agreed to collect the information with assistance from Mr. Thomas Johnson of DIR. Mr. Smith noted that Mr. Craig Kelso of TSLAC would assist as well.
- Ms. Hermesmeier noted that the recommendations included in the executive summary be mirrored throughout the report for consistency. Mr. Smith said TSLAC will provide language regarding the exceptional item requests to be used in the recommendations section of the report.
- Mr. Kimbriel noted the recommendations sections could include possible next steps for the Council's ongoing projects. Recommendations could provide a roadmap for future project activity, he said.

- Ms. Pfiester noted that previous biennial reports have included recommendations not only to the legislature but to TSLAC and other state agencies as well.
- Ms. Hartman asked if the Council wanted to include goals for the upcoming biennium in the report. Mr. Kimbriel said the goals might be better included in the section about the Council rather than in the recommendations section.
- Mr. Smith said Ms. Jacobson and Mr. Kelso will compile the draft report from the individual authors for review by the Council. Mr. Stephen Quick noted his office has provided the printed copies of the report, and will do so again for this report. Ms. Hermesmeier will coordinate with Mr. Quick regarding printing of the report, and will hand-deliver copies as needed. The report will be added to the Council website as well.

VIII. AGENDA ITEM 7 – DISCUSSION OF DECEMBER RMICC OFFICER ELECTIONS

- Ms. Margaret Hermesmeier reminded the Council of the upcoming election of officers to be held at the December Council meeting. The Council will elect a chair and vice-chair to a two-year term that begins in February. She asked Council members to consider serving as chair or vice-chair.

IX. OTHER BUSINESS

- The Council will decide the 2015 meeting dates at the December meeting.
- Mr. Mark Smith recognized Ms. Angela Ossar of TSLAC as one of two TSLAC employees of the quarter.
- Ms. Nan Pfiester of TSLAC noted that Mr. Dan Procter of the Secretary of State’s Office retired in August. Mr. Procter was a member of the Council since the Council’s founding. A resolution will be prepared recognizing Mr. Procter’s service to the Council. The resolution will be presented to Mr. Procter at a future meeting.

X. PUBLIC COMMENT

No public comment

In the absence of any further business, the meeting stood adjourned at 11:53 a.m.



 Margaret Hermesmeier
 RMICC Acting Chair