

MINUTES

RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL

September 13, 2000

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Wednesday, September 13, 2000, at 10:00 a.m., in Room E1.012 of the Capitol Extension.

Members Present: Teresa Morales, Office of the Comptroller of Public Accounts (CPA)
Dan Procter, Office of the Secretary of State (SOS), Vice-Chair
Carolyn Purcell, Department of Information Resources (DIR), Council
Chair
Hadassah Schloss, General Services Commission (GSC)
Peggy D. Rudd, Texas State Library and Archives Commission (TSLAC)

Members Absent: Becky Payne, Office of the Attorney General (OAG)
Laura Wisdom, Office of the State Auditor (SAO)

Guests Present: Donna Cordes, GSC
Mike Partridge, Railroad Commission of Texas
Martha Richardson, DIR
Chris LaPlante, TSLAC
Reneé Mauzy, DIR
Patricia Galloway, University of Texas
Michael Heskett, TSLAC
Nancy Rainosek, SAO, representing Laura Wisdom
Tim Nolan, TSLAC
Allen Mullen, TSLAC
Erica McKewen, TSLAC, council clerk

Chairman Purcell convened the meeting at 10:05 a.m.

I. COUNCIL MEMBER INTRODUCTION.

The council clerk called roll.

II. APPROVE MINUTES OF THE APRIL 28, 2000, AND JULY 12, 2000, RMICC MEETINGS.

Teresa Morales moved to approve the Apr. 28 minutes as written; Hadassah Schloss seconded. **Motion passed.**

Dan Procter moved to approve the Jul. 12 minutes as written; Teresa Morales seconded. **Motion passed.**

III. REPORT ON THE ESTABLISHMENT OF GUIDELINES FOR PROVIDING AND MANAGING ACCESS TO PUBLICLY AVAILABLE GOVERNMENT INFORMATION WHILE PROTECTING THE PRIVACY OF CITIZENS.

Nancy Rainosek reported that the privacy group has met several times and drafted seven key issues relating to privacy that they recommend RMICC include in its Biennial Report: consistency across agencies; the accuracy of collected information; the collection of confidential information; individual vs. corporate policy; training of state agency personnel concerning collection of information; release of confidential information through the Public Information Act; and, the Texas Records Retention Schedule as a tool in addressing privacy issues.

Chairman Purcell requested Ms. Rainosek distribute the report to the RMICC members for consideration for inclusion in the Biennial Report.

IV. REPORT FROM THE ELECTRONIC RECORDS RESEARCH COMMITTEE (ERRC) ON:

A) STUDY ON RETAINING ELECTRONIC RECORDS OF ENDURING VALUE.

Martha Richardson of the Department of Information Resources reported on possible grant opportunities that would allow RMICC and the Electronic Records Research Committee (ERRC) to study this issue. Dr. Susan Cisco and Ms. Richardson met with Dr. Patricia Galloway concerning a partnership between the ERRC and RMICC and the University of Texas Graduate School of Library and Information Science. The group developed a timeline for completing this project, to be completed by Nov. 2004.

Chairman Purcell asked René Mauzy, general counsel, DIR, to give an overview of the new federal law Electronic Signatures Act. Ms. Mauzy reported that it was her opinion that E-sign was not intended to require state agencies to accept electronic documents. However, if agencies do not make some effort to accept electronic documents, industry may go back to Congress and ask for an amendment, or go through the court system to determine state agencies' responsibilities. The states will have to work together to come up with standards for electronic documents.

Chairman Purcell asked Dr. Galloway to comment on these issues. Dr. Galloway recommended RMICC consult the book *Code and Other Laws of Cyberspace*. Dr. Galloway stressed the importance of involving the IT community. Chairman Purcell thanked Dr. Galloway for attending the meeting and for her interest in partnering with RMICC to study these issues.

B) GUIDELINES ON FUNCTIONAL REQUIREMENTS FOR MANAGING ELECTRONIC RECORDS.

Ms. Richardson reported on the revised guidelines. The group has not been able to meet since the last RMICC meeting to further revise the guidelines based on comments from the records management and information technology communities.

Peggy D. Rudd suggested the next E-Records conference contain a workshop session about the guidelines. Chairman Purcell agreed.

C) INTEGRATION OF TEXAS RECORDS AND INFORMATION LOCATOR (TRAIL), THE BLUE PAGES, WEB INDEXES, AND THE YELLOW PAGES (FROM THE COMPTROLLER).

Allen Mullen, Texas State Library and Archives Commission, reported on the integration of these resources, culminating in a formal report to RMICC. Mr. Mullen outlined the report, which included four possible solutions: artificial intelligence, natural language database; Texas Online search engine; enhanced TRAIL; and, no action—continue to rely on current system.

Chairman Purcell commended Mr. Mullen and the subcommittee on the thoroughness of the report. She requested that Mr. Mullen and the subcommittee investigate possible funding for further research of this issue.

V. DISCUSS RMICC BIENNIAL REPORT.

Chairman Purcell recommended RMICC appoint a committee to develop the Biennial Report. The Council members agreed. The Council decided to meet on Oct. 2, 8:00 a.m., at DIR to draft the Biennial Report. Chairman Purcell requested that the members review the preliminary recommendations made by RMICC before the Oct. 2 meeting.

VI. RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL OFFICER ELECTIONS.

Hadassah Schloss moved that RMICC establish RMICC's Vice-Chair as Vice-Chair/Chair-Elect. After serving two years as Vice Chair, this person would assume the role of Chair. Peggy D. Rudd seconded the motion.

Dan Procter stated he would not be able to perform the role of Chair for the coming biennium. Teresa Morales moved to amend Ms. Schloss' motion by making the Vice-Chair/Chair Elect designation effective in 2003. Hadassah Schloss agreed with this amendment. The motion now stands:

In 2003, at the end of the Chair's term, the Vice Chair will assume the role of Chair. The new election will consist of only a Vice Chair, unless the Vice Chair is unable to serve in the role of Chair.

Motion passed.

Dan Procter nominated Peggy D. Rudd as Chair of RMICC; Teresa Morales seconded. Teresa Morales moved to accept the nomination by acclamation; Dan Procter seconded. **Motion passed.**

Chairman Purcell requested that Vice-Chair Procter conduct the next portion of the meeting, to nominate RMICC's Vice Chair. Carolyn Purcell nominated Dan Procter Vice-Chair for the coming biennium; Hadassah Schloss seconded. **Motion passed.**

Chairman Purcell resumed chairmanship of the meeting and thanked the audience for their participation in the meetings. Teresa Morales commended Chairman Purcell for her excellent leadership during her term as Chair.

VII. PUBLIC COMMENT.

There was no public comment.

There being no further business, Chairman Purcell adjourned the meeting at 11:25 a.m.

Submitted:

Carolyn Purcell
Chairman