

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**September 13, 2016**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 13, 2016, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Margaret Hermesmeier, Chair  
Todd Kimbriel, Vice-Chair  
Morgan Gieringer, Member  
Vincent Houston, Member  
Daniel Julien, Member  
Gloria Meraz (representing Mark Smith), Member  
Hope Morgan, Member  
Stephen Quick, Member  
Michael Reagor, Member

**GUESTS**

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  
Marianna Symeonides, The University of Texas at Austin  
Letitia Williams, Office of the Secretary of State  
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 2:02 p.m.

- Ms. Hermesmeier introduced Ms. Gloria Meraz, who was representing Mr. Mark Smith. Ms. Meraz joined the Texas State Library and Archives Commission (TSLAC) as the Assistant State Librarian recently. Additionally, Ms. Hermesmeier noted Ms. Meraz was the Director of Communications for the Texas Library Association for 17 years.
- Ms. Hermesmeier introduced new Council member Ms. Morgan Gieringer. Ms. Gieringer leads the Special Collections Department of the University of North Texas (UNT) Libraries and is the Director of the Graduate Academic Certificate in Archival Management in the UNT College of Information.

**II. APPROVAL OF THE JUNE 7, 2016 MINUTES**

The minutes to the Council meeting held June 7, 2016 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 7, 2016, as presented.

**III. AGENDA ITEM 3 – REPORT ON REVISED TEXAS STATE RECORDS RETENTION SCHEDULE**

- Ms. Sarah Jacobson of TSLAC noted the updates to the state records retention schedule relating to SB20 have been approved by TSLAC and submitted for publication in the *Texas Register* with an effective date of August 31, 2016. The new schedule is posted on the TSLAC website and the information has been distributed to agency records management officers, she said.
- Mr. Kimbriel asked if comments were received regarding the updated schedule. Ms. Jacobson indicated comments were received, but feedback had been solicited from agencies throughout the process. Ms. Hermesmeier noted feedback had been solicited at least three times.

**IV. AGENDA ITEM 4 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE**

- Mr. Craig Kelso of TSLAC noted the State Agency Coordinating Committee (SACC) subcommittee for records management has been formed. The subcommittee will meet monthly on the third Thursday of the month, he said.
- The charter for the subcommittee has been approved by SACC. Additionally, TSLAC will be a voting member on the subcommittee while RMICC will be an ex officio member on the subcommittee, he said. Ms. Hermesmeier is the RMICC representative on the subcommittee, Mr. Kelso said.
- Ms. Sarah Hendricks of the Texas Department of Public Safety is the chair of the subcommittee, and Mr. T.J. Wasden of the Department of Family and Protective Services is the co-chair.
- The subcommittee will develop mission and vision statements at its next meeting, Mr. Kelso said. Ms. Hermesmeier noted the subcommittee provides a forum for records managers to network that the Council is not able to provide.

**V. AGENDA ITEM 5 – e-RECORDS 2016 CONFERENCE PLANNING UPDATE**

- Ms. Nanette Pfiester of TSLAC noted the annual e-Records Conference will take place in less than eight weeks. The theme for this year's conference is "At the Intersection of Technology and Records Management". Both local and

state government agencies are represented by speakers on the agenda, and a number of vendors will be present as well.

- Three dual tracks will be presented at the conference, up from two last year, she said. TSLAC and DIR will present welcoming remarks, and Statewide Data Coordinator Ed Kelly will give an update. Mr. Mark Myers will present information about the Texas Digital Archive. Other speakers will include representatives from the City of Austin and the University of Houston as well as a number of vendors, she added. Subjects will include disposition of paper records after scanning, and an overview of Sharepoint 2016, Ms. Pfiester noted.
- The conference will start with all attendees in one large session, so attendance will be capped at a total of 325, Ms. Pfiester said. Registration was opened up to state agencies in August and local governments in September, and is already more than half full, she noted.
- Ms. Hermesmeier said the conference is well attended as most participants do not incur travel expenses to attend. Many other records management conference are out of state, she noted. Mr. Kimbriel asked if larger venues were being considered so attendance would not have to be capped. He noted that a larger venue might increase the cost to attendees. Ms. Pfiester added the conference registration fee is a reasonable \$65 for attendees, including lunch.

#### **VI. AGENDA ITEM 6 – REQUIRED REPORTS PROJECT UPDATE**

- The Required Reports Prepared by State Agencies and Institutions of Higher Education report is published every other year, Ms. Pfiester said. The 2017 edition includes information about approximately 1200 reports, she said. TSLAC surveys agencies receiving the reports to find out what has changed since the last report. This year, about 120 surveys were sent out and approximately 53 have been returned, she noted. The report is due to the Legislature by January 1 but is provided to the Legislative Budget Board in November. The November timeline allows the Legislative Council adequate time to draft a bill encompassing needed changes to required reports, she said.
- Mr. Kimbriel asked if the Legislative Budget Board contacts TSLAC or the agencies themselves for information about the report. Ms. Pfiester noted the Legislative Budget Board generally contacts her as she compiles the survey results included in the report.

#### **VII. AGENDA ITEM 7 – e-RECORDS RULES WORKGROUP UPDATE**

- Ms. Pfiester noted the e-records rules for state agencies went into effect in 2000 and have not been updated since 2003. The workgroup has been meeting twice a month to draft new rules. A draft of the new rules was sent out to records management officers and information resource managers for informal comments after the June Council meeting, she noted. The draft rules are being revised by the workgroup based on the comments, she said. The workgroup hopes to present the draft rules to TSLAC in early 2017.

## **VIII. AGENDA ITEM 8 – e-RECORDS REVIEW PANEL UPDATE**

- Mr. Myers said the e-Records Review Panel met prior to the Council’s June meeting. The panel submitted information to the Council for the Council’s biennial report, he said. The panel will continue to meet monthly, and Mr. Myers serves as the chair of the panel.
- The panel reaffirmed its goals of monitoring and reporting on electronic records activities in Texas. The panel monitors both meetings and initiatives that are occurring as well as rules and policies being developed. The panel intends to serve as the “eyes and ears” for the Council regarding electronic records activities, he said.
- The panel intends to develop a charter or similar document that affirms its goals. The current membership of the panel is small, he said, but other individuals can be brought in as needed.
- The group will focus on the Council’s strategic initiatives in 2017, Mr. Myers said. Ms. Hermesmeier noted the Council’s strategic plan includes having a group that monitors the transition of digital records from state agencies to the Texas Digital Archive. The scope of the panel’s focus has expanded from that original charge, she noted.
- Mr. Myers noted the draft e-records rules includes a section on archivable records. The section was written with the understanding it will require policies and procedures be developed as more records are included in the Texas Digital Archive, he said.

## **IX. AGENDA ITEM 9 – TEXAS DIGITAL ARCHIVE UPDATE**

- Currently, there are about 10 terabytes of data included in the Texas Digital Archive. Records received from the Perry administration encompass about seven terabytes, Mr. Myers said. Much of the information is still under review for redaction and is not readily accessible to the public, he said.
- Also included in the archive are 11 TSLAC photo collections, records from five state agencies, and legislative bills dating from the era of the Republic of Texas through the 18<sup>th</sup> Legislature. Some Confederate muster rolls that were inaccessible to the public due to fragility are being added as well, he said. Other items include audio recordings from the Huntsville prison siege in the 1970’s, he added.
- Mr. Myers noted the Texas Digital Archive recently was featured in an article in the *Texas Tribune*. The *Texas Tribune* interviewed other states as well, and the article included a favorable quote from the Kansas state archivist about the progress made by Texas in the last two to three years. As a result of the *Texas Tribune* article, other individuals have inquired about adding records to the Texas Digital Archive. One of those individuals is a *Texas Monthly* photographer who is interested in depositing his collection of photographs with the archive. Information about the archive appeared in *Government Computing News* recently as well.

- Discussions are ongoing with other state agencies to include their records in the archive as well, Mr. Myers said. Those agencies include the Texas Historical Commission, the Office of the Attorney General, the Railroad Commission and the Texas Parks and Wildlife Department.
- Ms. Gieringer asked about the number of employees involved in the digitization project. Mr. Myers noted about three employees are involved with the digitization, in conjunction with TSLAC archivists. He noted many of the records being digitized are in obsolete file formats. These include some of the records from the Perry administration, as well as newly acquired records from the Bullock administration.
- Ms. Morgan noted the article encouraged agencies to start thinking about digital preservation of records. Mr. Myers noted that agencies are keeping electronic records for more than five to 10 years are essentially doing their own digital preservation due to such challenges as changing file formats or software licensing issues.

**X. AGENDA ITEM 10 – DISCUSSION ON THE DRAFT RMICC BIENNIAL REPORT 2015-2016**

- Ms. Hermesmeyer acknowledged the contributions of several Council members and others for the assistance in preparing the draft of the 2015-2016 biennial report.
- Ms. Hermesmeyer asked the Council if there were recommendations regarding the draft report.
  - Mr. Kimbriel asked about the source of the \$138,000 figure regarding training and consulting costs on page three of the report. Ms. Pfiester noted the figure was computed using the average cost of such services, both in the private sector as well as federal contracts. TSLAC provides the services for free, while many other entities do not. Ms. Pfiester noted that TSLAC tracks the number of individuals trained as well as number of hours of training and consulting provided each year. Ms. Morgan suggested a footnote might be added that explains the basis for the figure.
  - Mr. Kimbriel indicated the same section of the report includes the figure of 1,700 agencies per archivist. He noted the figure showcases the broader scope of TSLAC’s customer base. Services are provided to many local entities in addition to state agencies. Mr. Kelso added that part of the core mission for the State and Local Records Management Division of TSLAC is to serve such non-statewide entities. About 80 to 90 percent of the consulting services provided by TSLAC are provided to local entities such as counties, he said.
  - Mr. Kimbriel called attention to the first of two bullet points under the heading “For State Agencies” on page four. He noted that “information governance” is not a well-defined concept in most agencies. Ms. Hermesmeyer added the term “information governance” has multiple definitions. Ms. Morgan suggested rewording the sentence to read “Improve strategic organizational alignment of the

records management program to better facilitate the development of proactive information management.” Mr. Kimbriel suggested removing all of the sentence after the word “program”. He suggested the change would emphasize the idea that records management should be part of executive level decision making.

- Mr. Kimbriel suggested the word “partnership” in the second bullet point under “For State Agencies” on page four should be changed. “Partnership” can suggest a very involved, engaged set of interactions, he noted. Ms. Hermesmeier suggested the word “collaborate” be used.
- On page 6, the second paragraph under “SACC Records Management Sub-Committee”, Mr. Kimbriel suggested including the words “and standardization” after improved awareness in the first sentence. The sentence would read “The outcomes of establishing this new subcommittee will include improved awareness and standardization across agencies...”.
- **MOTION** made by Mr. Todd Kimbriel, seconded by Ms. Hope Morgan, and carried unanimously to approve the biennial report as amended.
- The report will be submitted on November 1, Ms. Hermesmeier noted.

## **XI. OTHER BUSINESS**

- Ms. Hermesmeier called attention to the fact that Texas has six new certified records managers (CRM). Several are current or former TSLAC employees, she said. Ms. Erinn Barefield, Ms. Angela Ossar and Ms. Marianna Symeonides are new CRMs, she said.
- Mr. Myers noted that October 10 is Electronic Records Day, and October is Archives Month. On October 10, TSLAC will host free Texas Digital Archives training that is open to the public, he said. October 16 is the Austin Archives Bazaar, Mr. Myers said. Austin-area archives will have information booths set up that afternoon at Schulz Garden.
- Ms. Hermesmeier reminded the Council that election of officers will be held at the December meeting. Additionally, the strategic plan for the next biennium will be discussed at the upcoming December meeting and voted on at the March meeting, she noted.

## **XII. PUBLIC COMMENT**

No public comment.

In the absence of any further business, the meeting stood adjourned at 3:15 p.m.

  
Margaret Hermesmeier  
RMICC Chair