

MINUTES

RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL

October 22, 2002

The Records Management Interagency Coordinating Council (RMICC) met at 9:00 a.m. on Tuesday, October 22, 2002. The meeting was held in room E1.012 in the Capitol Extension of the Capitol Building, Austin.

Members Present: Eva R. Dechene, Texas Building and Procurement Commission (TBPC)
Laura Wisdom, Office of the State Auditor (SAO)
Dan Procter, Office of the Secretary of State (OSS)
Amanda Crawford, Office of the Attorney General (OAG)
Carolyn Purcell, Department of Information Resources (DIR)

Members Absent: Peggy D. Rudd, Texas State Library and Archives Commission (TSLAC),
Council Chair
Teresa Morales, Office of the Comptroller of Public Accounts (CPA)

Guests Present: Tim Nolan, TSLAC
Martha Richardson, DIR
Michael Heskett, TSLAC

A quorum being present, Vice-Chair Procter called the meeting to order at 9:00 a.m.

I. COUNCIL MEMBER INTRODUCTIONS.

The clerk called role. Michael Heskett (TSLAC) sat in for Peggy D. Rudd.

II. APPROVAL OF MARCH 6, JUNE 11 AND SEPTEMBER 16 MEETINGS.

The Council made one correction to the March 6 minutes, and one correction to the June 11 minutes. Purcell moved to approve the minutes of the March 6 and June 11 minutes as corrected; Dechene seconded.

Motion passed. Heskett moved to approve the minutes of the September 16 minutes; Dechene seconded.

Motion passed.

III. APPROVAL OF DRAFT LEGISLATION EXPANDING THE MEMBERSHIP OF RMICC.

Heskett gave background on the legislation and explained the revisions. Heskett added an alternative provision to the legislation that would expand eligibility for the member appointment(s) to include a faculty member from a public university in Texas with a demonstrated knowledge of records and information management. This would still allow for the appointment of a library school faculty member, but is broad enough to give the Council more flexibility. The draft legislation also makes a distinction between the permanent members and the proposed new appointee(s), and specifies that the appointees are voting members.

Purcell strongly recommended that RMICC change the proposed law to show that the chair's Council appointments are made with the concurrence of current Council members. Procter noted that the language Ms. Purcell proposed could be put in RMICC rules.

Heskett noted that some language was moved from Subsection J to Subsection N.

Purcell moved to approve the draft legislation as amended, and thanked Heskett for his work; Dechene seconded. **Motion passed.** Procter asked who would carry the bill. Heskett said Senator Shapleigh would likely be the person. Heskett agreed to attend the hearing and take notes to share with the Council.

Procter suggested that if the bill passes on September 1, 2003, RMICC could invite the new appointees to start the following February. Purcell moved that the date for approval of the new appointees be moved from September 30 to October 31; Heskett seconded. **Motion passed.**

IV. APPROVAL OF RMICC 2001-2002 BIENNIAL REPORT.

Purcell recommended the following change to language on page 3 of the report (re: UETA): the sentence would read, "The Task Force chose to recommend to DIR and TSLAC that they generate guidelines." This change would show that the Task Force created the guidelines, but those guidelines had to then be adopted by DIR and TSLAC. Purcell also suggested striking the last two sentences of the preceding paragraph to make the paragraph easier to read. Nolan will make the suggested changes.

Crawford noted a typographical error to a heading in the Privacy Section (part 8). The heading should read "Findings and Recommendations" instead of "Finding and Recommendations."

The Council also agreed to mention the 3rd annual e-Records Conference in the report.

Wisdom asked for clarification about the Survey Section on page 7. In response, the Council agreed to take out the part in that section about the internal auditors. In addition, the Council agreed to include in the Survey Section that the survey reports will be ready by March 1, 2003.

Martha Richardson raised a question about part 5 (re: RMICC's *agreement* with DIR recommendations). Purcell suggested saying "RMICC supports the recommendations of DIR." Procter agreed, and suggested the following wording: "RMICC supports the Department of Information Resources' initiative to establish a centralized, trusted, digital repository for e-mail archives as proposed in the Texas E-Mail Repository Model. Subscription fees can be raised for the repository as needed."

Procter moved to adopt the new language into the report; Heskett seconded. **Motion passed.** Nolan will make the changes to the draft and will circulate the report to the Council. The report will then be sent for printing. The distribution list will be the same, and a copy of the report will also be sent to Senator Shapleigh's office and the chairs of the State Affairs Committee.

V. PUBLIC COMMENT.

There was no public comment.

There being no further business, Vice-Chair Procter adjourned the meeting at 9:50 a.m.

Submitted:

Peggy D. Rudd
Chairman