

**MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING**

December 1, 2015

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 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
Mark Smith, Member
Letitia Williams (representing Vincent Houston), Member

MEMBERS NOT PRESENT

Michael Reagor, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, 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 Pfister, Texas State Library and Archives Commission
Dan Procter
Kay Steed, Employees Retirement System of Texas
Marianna Symeonides, The University of Texas at Austin
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 2:12 p.m.

II. APPROVAL OF THE SEPTEMBER 1, 2015 MINUTES

The minutes to the Council meeting held September 1, 2015 were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Mr. Todd Kimbriel, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 1, 2015, as presented.

III. AGENDA ITEM 2 – UPDATE ON THE TEXAS DIGITAL ARCHIVE

Mr. Mark Myers of the Texas State Library and Archives Commission (TSLAC) gave an update on the Texas digital archive.

- Mr. Myers noted he presented an update on the archive at the 2015 e-Records conference. Records from Governor Rick Perry's administration continue to be included in the archive, Mr. Myers said. Those records are being migrated into the Amazon government cloud at this time. Most of the data consists of media files, Mr. Myers said. Of the approximately seven terabytes of information received, about six terabytes consists of photos and videos.
- The public access portal will be unveiled soon, Mr. Myers said. The portal is being configured at this time, as TSLAC is revamping the agency website as well. The new agency website will be unveiled December 5, Mr. Smith noted.
- Mr. Kimbriel asked about public access to the records. Mr. Myers noted the public portal will allow access to only those records deemed open to the public, even though all the records reside in the same repository. Mr. Kimbriel asked what policies and procedures determine which records are public and which are private. Mr. Kimbriel noted a recent data breach in North Carolina that exposed approximately six million records to media outlets. Mr. Myers noted the default is to make records not open to the public until a staff member marks them as public. Ms. Cathy Hartman asked if all the records will eventually be made public when enough time has passed. Mr. Myers noted that some personal identifiable information will be redacted. Other redactions could involve such items as attorney/client privilege, he said. Such items would have to be reviewed by archivists to see if they could be released to the requestor. Finding aids are available online to help requestors determine what records are available, Mr. Myers said. The governor could waive the public information act requirements and declare the records open as well, Mr. Myers noted.
- The digital archive will be expanded in the next year to include records from other agencies. TSLAC has communicated with the Office of the Attorney General and the Texas Historical Commission about their

records, Mr. Myers said. Mr. Smith noted the Railroad Commission would be contacted as well. Mr. Myers said TSLAC had hired an additional archivist who started in November. TSLAC will be contacting agencies about what types of records they have and how they could be included in the archive, Mr. Myers said.

IV. AGENDA ITEM 3 – UPDATE ON THE E-RECORDS REVIEW PANEL

Mr. Myers updated the Council on the E-Records Review Panel (ERRP).

- The ERRP met on November 19, Mr. Myers said. State Data Coordinator Ed Kelly spoke to the group about upcoming projects for the next year. Many areas of overlap exist between the statewide data coordinator's projects and the goals of the ERRP, Mr. Myers noted. Those goals include bringing agencies together to share data and expertise, he said.
- The ERRP plans to meet monthly in 2016, Mr. Myers said. The group will develop a charter and examine membership needs as well. Mr. Kelly suggested the group choose an area to focus on each quarter. The ERRP found the suggestion helpful, Mr. Myers said.
- Ms. Hermesmeier noted the ERRP will be able to gather information by interacting with other groups and provide insight and ideas to the Council. Mr. Myers noted that ideas such as sharing data standards and open data benefit many agencies including TSLAC.

V. AGENDA ITEM 4 – UPDATE ON THE STATEWIDE DATA COORDINATOR

Mr. Kimbriel updated the Council on the statewide data coordinator.

- New legislative requirements led to the hiring of Ed Kelly as the statewide data coordinator on September 9, Mr. Kimbriel said. Mr. Kelly reports directly to Mr. Kimbriel, and is supported by all DIR staff.
- Currently, DIR is focusing on three separate areas of interest, Mr. Kimbriel said. The first is policy standards regarding sharing data. The second will be building an exchange platform that allows agencies to share data more easily. The third will focus on identifying public data sets and making more information available to the public.
- Mr. Kelly's role will be to work with agencies and higher education institutions to:
 - collaboratively develop data policies, standards and best practices;
 - improve data governance and integrity statewide;
 - seek opportunities for data sharing across government to reduce duplicative data collection, increase accountability to existing open data statute, improve data management and analysis, and identify future cost saving opportunities.
- The statewide data program's mission is to enable a data sharing culture within and throughout all levels of government and education that provides shared governance and secure infrastructure to improve

efficiency, reduce cost, increase transparency, and improve the experience of citizen-government interaction within all communities throughout the State of Texas, Mr. Kimbriel said.

- The vision for the program is to foster excellent in statewide data sharing and management by providing an environment of mutual trust and collaboration. This enables our government to develop innovative data sharing partnerships, exchange information about best practices and emerging opportunities, and improve services to the communities which they serve, he added. Core foundational elements for the program are collaboration, policy, infrastructure and research, Mr. Kimbriel said.
- Mr. Kelly has met with approximately 25 agencies to gather information since he was hired in September, Mr. Kimbriel noted. Mr. Kelly's focus will now shift from gathering data to formulating strategies and implementing actions.
- Mr. Kelly's position is approved through the year 2021 by statute, Mr. Kimbriel noted. Mr. Smith asked if DIR specifically requested the position be created by the legislature. The position came about through needs identified in the Information Resources Deployment Review, Mr. Kimbriel said. Ms. Morgan asked why DIR felt the position was needed. Mr. Kimbriel noted that open data initiatives are part of the state strategic plan. DIR felt legislative support was needed to provide authority for such initiatives. Having a single person who is accountable for such initiatives helps the initiatives move forward, he said.

VI. AGENDA ITEM 5 – UPDATE ON THE 2015 E-RECORDS CONFERENCE

Ms. Nanette Pfiester of TSLAC updated the Council on the 2015 e-Records conference.

- The 2015 e-Records conference was held on November 17, Ms. Pfiester said. The conference was the largest to date with 420 participants. Seven different sessions made up the conference, including two sessions that ran concurrently in the afternoon, she said. Sessions included several case studies. Handouts from the conference have been posted on the TSLAC website. Upcoming TSLAC blog posts will recap the event, she added.

VII. AGENDA ITEM 6 – UPDATE ON THE E-RECORDS RULES WORKGROUP

Ms. Pfiester updated the Council on the state electronic records rules workgroup (SERR).

- SERR is made up of representatives of a cross-section of agencies, including both small and large agencies. The workgroup has been meeting monthly, she said.
- The electronic records rules have not been updated since 2000, Ms. Pfiester said. Customer service surveys have indicated the need to update the rules for some time, she noted. The workgroup found the oldest rules

would be difficult to update and has decided to implement new rules instead, she said.

- The workgroup intends to have a draft of the new rules ready for review in April, she said. The workgroup meets again on December 2 and will begin meeting twice a month, she noted. The draft rules will be released to agency records management officers and will be included in the TSLAC blog before being presented to TSLAC for approval, Ms. Pfiester said.
- Ms. Morgan asked if the workgroup had examined similar rules from other states. Ms. Pfiester noted the workgroup had examined rules from other states as well as federal rules. SERR includes several certified records managers in its membership, including industry representatives from both IBM and Hewlett Packard.
- Ms. Angela Ossar of the Office of the Governor asked if the new rules will include specific guidance for records management officers or if the rules will be more general in nature. Ms. Pfiester noted SERR is looking into how specific the rules should be when faced with constantly changing technology.

VIII. AGENDA ITEM 7 – RECOGNITION OF CATHY NELSON HARTMAN

- Ms. Hermesmeier read a copy of the proclamation issued by the Council honoring the service of long-time member Ms. Hartman. Ms. Hartman is retiring from the University of North Texas at the end of the year.

IX. AGENDA ITEM 8 – SELECTION OF MEETING DATES FOR 2016

- Ms. Hermesmeier opened the floor to discussion of meeting dates for 2016. She asked if the Council wanted to continue meeting on the first Tuesday of each quarter at 2 p.m. She noted the first Tuesday of September would be the day following Labor Day. Meeting dates would be March 1, June 7, September 13 and December 6, she said.
- **MOTION** made by Ms. Hope Morgan, seconded by Mr. Daniel Julien and carried unanimously to set the Council meeting dates for 2016 as March 1, June 7, September 13 and December 2 at 2 p.m.

X. OTHER BUSINESS

- Mr. Smith asked about the timeline for administrative rules arising from SB 20. Mr. Craig Kelso of TSLAC noted a draft of the rules would be made available to agency records management officers and then presented to TSLAC, possibly in April. Ms. Hermesmeier noted an update on the rules could be presented at the March Council meeting.
- Mr. Smith asked if a date was available for the planned meeting of state agency records management officers. Mr. Kelso noted no date had been set but he anticipated the meeting might take place in April.

XI. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 3:00 p.m.


Margaret Hermesmeyer
RMICC Chair