

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**December 2, 2014**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 2, 2014, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Margaret Hermesmeier, Acting Chair  
Cathy Nelson Hartman, Member  
Vincent Houston, Member  
Daniel Julien, Member  
Todd Kimbriel, Member  
Julie Leung, Member  
Hope Morgan, Member  
Stephen Quick, Member  
Edward Seidenberg, (representing Mark Smith), Member

**GUESTS**

Maryrose Hightower-Coyle, The University of Texas at Austin  
Sarah Jacobson, Texas State Library and Archives Commission  
Thomas Johnson, Department of Information Resources  
Craig Kelso, Texas State Library and Archives Commission  
Angela Ossar, Texas State Library and Archives Commission  
Nanette Pfiester, Texas State Library and Archives Commission  
Steve Woodall, University of North Texas Health Sciences Center

**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 SEPTEMBER 9 AND OCTOBER 20, 2014 MINUTES**

The minutes of the Council meeting held September 9, 2014 were approved as follows:

**MOTION** made by Ms. Cathy Hartman, seconded by Mr. Daniel Julien, and carried unanimously to approve the minutes of the meeting of the

Records Management Interagency Coordinating Council held September 9, 2014, as presented.

The minutes of the Council meeting held October 20, 2014 were approved as follows:

**MOTION** made by Mr. Edward Seidenberg, seconded by Mr. Daniel Julien, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held October 20, 2014, as presented.

**III. AGENDA ITEM 2 – REPORT FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE**

Ms. Angela Ossar of the Texas State Library and Archives Commission (TSLAC) gave an update from the Universities Records Management Committee (URMC).

- The URMC has been meeting about once a month, Ms. Ossar said. The URMC has resolved about 200 items, which is about halfway done, she said. The final draft includes 119 records series so far. Four categories of records are finished: administrative, personnel, fiscal, and student records.
- Completion of the project is taking longer than anticipated, Ms. Ossar said. This is due in part to a more extensive vetting process for each record series than anticipated. Approximately 100 items have been added since the beginning of the project as well, she said. Many of these additional items address campus police records and health records.
- The committee began work on category seven, University Services, in May. This is the largest category and includes 133 records, Ms. Ossar said. Work on library and archives records, housing and dining records, and “other” records (childcare facilities, identification cards, career counseling, intramural sports) is done, she said.
- As the URMC began work on the campus police records, they discovered that campus police department have much the same scope and authority as any law enforcement agency, she said. Approximately 24 pages of Local Schedule PS could apply to campus police, Ms. Ossar said. Rather than refer to the current Local Schedule PS, the URMC decided to add the relevant information to the university records retention schedule (URRS) being developed. The URMC believes the URRS should be comprehensive and not refer users to other schedules, Ms. Ossar said. The added records series will be discussed at the URMC’s December 9 meeting.
- After looking at the campus police records, the URMC began evaluating health records. Ms. Anne Comeaux of the University of Texas Health Sciences Center at San Antonio was asked to participate in the discussion, Ms. Ossar said. After discussions with Ms. Comeaux, the URMC decided

it did not have sufficient expertise to establish retention periods for health institutions. The URRS was written with student health clinics in mind, and does not cover teaching hospitals.

- The URMCM decided to convene a medical records task force to make recommendations for the medical records of university health science centers. Ms. Marianna Symeonides will lead the task force. Ms. Symeonides will contact the records management officers at health science institutions in Texas and ask for participation on the task force. So far, three individuals have volunteered to serve on the task force: Ms. Comeaux, Ms. Erinn Barefield of the University of Texas Medical Branch at Galveston, and Mr. Steve Woodall of the University of North Texas Health Sciences Center.
- Ms. Margaret Hermesmeier said the addition of the law enforcement records made the schedule more useful and comprehensive. Ms. Ossar noted the purpose of developing the schedule was to make it comprehensive. Many campus police departments refer to Local Schedule PS but it was not developed for campus police departments, she said.
- Mr. Todd Kimbriel asked about a timeline for the medical records task force. Ms. Ossar said she believed the majority of the task force's work should be completed by early February.
- Mr. Edward Seidenberg asked if there was a section in the URRS concerning facilities – landscaping, building construction, etc. Ms. Ossar said part five of the schedule addresses such items as landscaping, real estate, risk management and research animals.
- Ms. Cathy Hartman noted the URRS project began in response to a need for a university-specific retention schedule. She commended the URMCM for their work and noted it will make university records management easier. Ms. Hermesmeier said the URRS will change records management in higher education.

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

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

- The annual e-Records conference was held November 18, 2014 at the Commons Conference Center. Several RMICC members attended the event, Ms. Pfiester noted.
- Speaker presentations and handouts will be available through the TSLAC website shortly, Ms. Pfiester said. RMICC educational materials were included in the conference book this year, she added.
- Nearly 350 individuals participated in the conference this year, including speakers, hosts and exhibitors, Ms. Pfiester said. In January, a date will be chosen for the 2015 conference, she said.
- Ms. Hermesmeier noted she attended the conference and found the speakers informative. Mr. Kimbriel and Mr. Mark Smith gave the welcoming remarks for the conference. Mr. Kimbriel noted the number of attendees required an overflow room for seating. Last year, the overflow

room had an audio feed and some Powerpoint presentations only. This year the overflow room had a live video feed of speakers as well, Ms. Pfiester said.

**V. AGENDA ITEM 4 – UPDATE ON THE REQUIRED REPORTS PROJECT**

Ms. Pfiester presented information to the Council regarding the *Required Reports Prepared by State Agencies and Institutions of Higher Education (Fiscal Year 2015)* report.

- The report was first issued in 2007, Ms. Pfiester said. The 2015 report has been completed and sent to the Office of the Governor and the Legislative Budget Board, she said. Copies have been sent to the Legislative Reference Library and to the Publications Depository program as well. The .pdf file of the report is posted on the TSLAC website, Ms. Pfiester said.
- The 2013 version of the report was 638 pages long, and the 2015 version is only 504 pages, Ms. Pfiester noted. As a result of this year's assessments, 10 reports were recommended for repeal, two were marked as possibly duplicative, and about 200 reports were noted as still needed.
- The Legislative Budget Board has asked the Legislative Council to draft a bill encompassing the needed changes, Ms. Pfiester said. A draft of the bill is not yet available, and the bill does not yet have a sponsor, she added.
- Since the 2013 report, approximately 102 reports have been repealed or have expired, 93 have been added, and 143 have changed. There were 1184 reports total in the 2013 edition, and 1172 in the 2015 edition, she said. The first edition included 1600 reports.
- Ms. Pfiester noted the Senate Committee on Government Organization had an interim charge to study reporting requirements. The committee had not yet released a report, she said.
- Mr. Seidenberg asked about bills that directed the Sunset Commission to examine required reports. Ms. Pfiester noted that agencies undergoing sunset review are required to prepare a list of required reports and assess the need for those reports. As part of the Sunset Commission's report to the legislature, they must include the list of required reports and the commission's recommendations regarding those reports, she said.
- Ms. Julie Leung asked about a list of reports being repealed. Ms. Pfiester noted only two reports had been recommended for repeal.

**VI. AGENDA ITEM 5 – UPDATE ON THE COUNCIL ON COMPETITIVE GOVERNMENT CONTRACTS**

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

- Through the end of FY 2014, vendors reported \$10.8 million dollars spent, 119 million images converted and 313 million images hosted under the Council on Competitive Government's digital imaging services contract.

- A new digital imaging services contract has been approved through August 31, 2017, with three one-year renewal options, Ms. Pfiester said. The contract includes five vendors, and agencies have been instructed to re-bid continuing work and send any statement of work to all five vendors.
- The secure document destruction contract continues through August 31, 2020. In 2014, \$828,000 was spent with six community rehabilitation programs through the contract. Approximately 9.1 million pounds of paper was securely shredded and then recycled, Ms. Pfiester said. An additional 25,000 pounds of non-paper items were securely destroyed as well as 16,000 hard drives.

**VII. AGENDA ITEM 6 – UPDATE ON THE DISTRIBUTION OF THE BIENNIAL REPORT TO THE LEGISLATURE**

- Ms. Hermesmeier thanked the Council for their work in October to finalize the Council’s biennial report. The 2013-2014 biennial report was submitted by email for the first time, she noted. Ms. Deborah Hujar of the Department of Information Resources (DIR) assisted with the email distribution, Ms. Hermesmeier said. Mr. Stephen Quick’s office printed the hard copies of the report, and it was posted on the Council website as well.
- The report was submitted electronically on November 5 to the Office of the Governor, the Office of the Lieutenant Governor, the Senate and the House. Hard copies of the report were delivered to the governor, lieutenant governor and speaker of the house as well, she said.
- Ms. Hermesmeier noted additional printed copies of the report are available for distribution as needed.

**VIII. AGENDA ITEM 7 – ELECTION OF NEW RMICC OFFICERS – CHAIR AND VICE-CHAIR**

- Ms. Hermesmeier opened the floor to discussion and nominations for chair. Mr. Seidenberg asked Ms. Hermesmeier if she would be willing to serve as chair. She indicated she would be willing to serve, having acted as vice-chair and then acting chair after the retirement of the previous chair.
- **MOTION** made by Mr. Edward Seidenberg, seconded by Ms. Hope Morgan, and carried unanimously to close nominations for the position of chair of RMICC.
- Ms. Hermesmeier opened the floor to discussion and nominations for vice-chair. Ms. Hartman asked for clarification on which members were eligible to serve as officers. Ms. Morgan noted that officers serve for a two-year term and only permanent members may serve as chair.

- Mr. Kimbriel said he would be willing to be considered to serve as vice-chair with the understanding his role with DIR may change following the upcoming legislative session.
- **MOTION** made by Ms. Hope Morgan, seconded by Ms. Cathy Hartman, and carried unanimously to elect Mr. Todd Kimbriel as vice-chair of RMICC.

**IX. AGENDA ITEM 8 – DISCUSSION OF STRATEGIC DIRECTION FOR RMICC FOR THE NEXT BIENNIUM**

- Ms. Hermesmeier asked the Council to begin thinking about ideas for the strategic direction of RMICC for the next biennium. She would like the Council to finalize recommendations for the next biennium at the Council's March meeting.
- Ms. Hermesmeier noted the Council's role in records management, and asked what the Council can do as a records management entity to help support the development of a digital archive.
- Ms. Hartman noted that advocacy for funding of a digital archive was important. Education of records managers in all agencies, not just TSLAC, was essential as well, she said.
- Ms. Hermesmeier asked the Council to continue thinking about initiatives the Council can support. Ms. Hartman noted the Council might want to build on its educational material by creating educational material focusing on preparing a document for digital preservation.
- Ms. Morgan noted the current TSLAC project for preserving records from the governor's and lieutenant governor's office might serve as a basis for guidelines for officeholders.
- Mr. Kimbriel said DIR is focusing on internal guidelines to standardize how documents are created to make indexing, cataloguing and retrieval easier. Ms. Hartman noted many software programs already include-machine readable fields for the inclusion of metadata, but many users do not utilize those fields. Ms. Hermesmeier noted best practices for use of such tools could be created.
- Ms. Hartman said the Council should continue to support the efforts of the URMIC.
- Mr. Seidenberg noted there will be a call for interim study topics for the legislature next summer, and noted the Council should begin planning for that call sooner rather than later. The Legislative Budget Board will solicit topics for its Government Effectiveness and Efficiency Report as well, he said. The current report will be released January 20, he added.
- Mr. Kimbriel asked if the Council had ever worked with the State Agency Coordinating Committee (SACC). Ms. Hermesmeier said the Council had not to her knowledge, and asked if DIR participated with SACC. Mr. Kimbriel noted DIR does, and Ms. Hermesmeier asked if there were specific SACC initiatives it would be appropriate for the Council to support. Mr. Kimbriel

noted SACC encompasses a larger group of agencies than RMICC and noted it might be appropriate for RMICC to seek participation with SACC.

- Mr. Seidenberg asked if the Council could show support for the rollout of the new Infolinx software. Mr. Craig Kelso of TSLAC noted the new software will affect all agencies as it will be used to manage state retention schedules.
- Ms. Hermesmeyer noted the 2009-2010 biennial report included a charter for the Council that was never finalized. She suggested members look at the 2009-2010 report on the Council website and be prepared to discuss the charter at the Council's March meeting.
- Ms. Sarah Jacobson of TSLAC asked for the Council's continued support for ongoing training in records management for both state agency and university personnel.
- Ms. Hermesmeyer identified the following topics as strategic directions for the Council to be discussed further and voted on at the Council's March meeting:
  - Support for a digital archive
  - Lessons learned from the governor/lieutenant governor project
  - Metadata standards
  - Continued support of URMC
  - Interim study topics
  - Participation with SACC and Mid-Size Agency Coordinating Council (MACC)
  - Support for Infolinx rollout
  - Training needs for state agency and university records managers
  - RMICC charter

#### **X. AGENDA ITEM 9 – SCHEDULING OF MEETING DATES FOR 2015**

- Ms. Hermesmeyer opened the floor to discussion about continuing to meet on the first Tuesday of the appropriate month each quarter. Mr. Seidenberg noted the June meeting, if held on June 2nd, would be on the day following the end of the legislative session. Ms. Hartman noted Labor Day is September 7 this year, so the September meeting could be held on September 1.
- Ms. Hermesmeyer noted the meetings could be held March 3, June 2, September 1 and December 1.
- Ms. Hermesmeyer suggested a meeting start time of 2 p.m. to better accommodate out of town members' travel schedules.
- **MOTION** made by Ms. Hope Morgan, seconded by Mr. Edward Seidenberg, and carried unanimously to set the Council meeting dates for 2015 as March 3, June 2, September 1 and December 1 at 2 p.m.

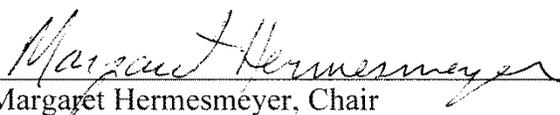
#### **XI. OTHER BUSINESS**

No other business.

**XII. PUBLIC COMMENT**

No public comment.

In the absence of any further business, the meeting stood adjourned at 11:41 a.m.

 3/2/15  
Margaret Hermesmeier, Chair  
Records Management and Interagency Coordinating Council