

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 3, 2009

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Thursday, December 3, 2009 at the Capitol Extension in Room E1.010.

MEMBERS PRESENT

Cathy Hartman, Acting Chair
Julie Leung, Member
Hope Morgan, Member
Dan Procter, Member
Stephen Quick, Member
Ginger Salone, Member
Kim Scofield, Member

MEMBERS NOT PRESENT

Jan Ferrari, Member
Simon Skedd, Member

GUESTS

Mark Adams, Office of the Governor
Carie Beaty, Texas Department of Criminal Justice
Sheri Brummett, Office of the Attorney General
Mary Lou Carpenter, The University of Texas System
Eva Dechene, Texas Facilities Commission
Darla Fent, Texas Higher Education Coordinating Board
Bret Hassler, Texas Department of Criminal Justice
Roslyn Hotard, Department of Information Resources
Tim Nolan, Texas Water Development Board
Nanette Pfiester, Texas State Library and Archives Commission
Roy Philips, Railroad Commission
Susan Rhyne, Railroad Commission
Martha Richardson, Texas Department of Information Resources
Kenneth F. Wade, State Auditor's Office
Steve Woodall, University of North Texas Health Science Center

I. CALL TO ORDER

A quorum being present, Acting Chair Cathy Hartman called the meeting to order at 10:03 a.m.

II. WELCOME

Upon convening the meeting, the Acting Chair then welcomed all persons in attendance at this meeting. The Acting Chair explained that former Chair Brian Rawson had accepted another employment position in state government and had resigned his position with RMICC.

III. INTRODUCTION OF COUNCIL MEMBERS AND/OR SUBSTITUTES

The Chair called for the introduction of RMICC members. As shown above, the record of the meeting reflects that Ms. Jan Ferrari and Mr. Simon Skedd were not present at this meeting.

The Chair recognized Mr. Tim Nolan for his service to RMICC, and indicated Mr. Nolan had accepted a new employment position as well.

IV. APPROVAL OF THE SEPTEMBER 10, 2009 MINUTES

Minutes to the RMICC meeting held September 10, 2009 were approved as follows:

MOTION made by Mr. Stephen Quick, seconded by Mr. Dan Procter, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 10, 2009, as presented.

V. AGENDA ITEM 3 - DISCUSSION OF RMICC CHARTER DRAFT

- Ms. Cathy Hartman expressed the Council's appreciation to Ms. Martha Richardson, Department of Information Resources, and Ms. Jan Ferrari for their work on the RMICC charter draft.
- Ms. Hartman noted that the information presented is a draft for public comment, and will not be voted on by the Council at this meeting.
- Mr. Dan Procter gave a brief update on the charter draft, as Ms. Ferrari was absent due to the Literary Landmark Dedication ceremony being held at the Lorenzo de Zavala Archives and Library Building.
- Mr. Procter indicated the draft charter project began at the urging of former Chair Brian Rawson. Mr. Rawson believed RMICC needed guidelines regarding the mission and procedures of RMICC.
- At that time, RMICC expected to receive legislative directives on how to proceed, but these directives were not received. Mr. Procter indicated legislative directives might be received in the future.
- Mr. Procter noted that RMICC has administrative rules included in Title 13 of the Texas Administrative Code. He indicated these rules might need

to be updated to reflect the RMICC charter and to provide more specific information.

- Recent officer resignations have underscored the need to have more procedural information for RMICC.
- Mr. Procter recognized Ms. Richardson's work in putting together an outline for the charter, and noted that the information presented to the Council today was a very rough draft.
- The draft charter emphasizes the RMICC website much more than in the past. Mr. Procter noted that this portion of the draft charter will need more discussion in the future. Currently, the State Library hosts the RMICC website, and may or may not wish to continue doing so.
- Information regarding the chair and vice-chair on page 4 of the draft charter should be more properly moved under "Roles and Responsibilities".
- Comments on the draft charter should be sent to Jan Ferrari, jferrari@tsl.state.tx.us.
- Charter should be "marching orders" for RMICC regarding ongoing projects, election of officers, etc. Also, the charter would also allow RMICC to better prepare for the required biennial report to the Texas Legislature.
- Mr. Procter indicated the draft charter will be discussed at the next RMICC meeting.

VI. AGENDA ITEM 4 – RMICC OFFICERS

Mr. Dan Procter presented information about the need to address issues concerning RMICC officers.

- The resignation of Mr. Brian Rawson as Chair meant that Ms. Cathy Hartman, Vice-Chair, is now serving as Acting Chair. Ms. Hartman is an auxiliary member of RMICC and is not eligible to serve as Chair. The statute that created auxiliary members does not allow auxiliary members to be elected Chair.
- The Council may wish to change the exclusion that prevents auxiliary members from being elected Chair in the future, but that change would require legislative action.
- Mr. Procter noted that the Council will need to decide at the next meeting who will serve as Acting Chair until the next election. New officers will take over February 1, 2011. Officers are elected for two-year terms in even-numbered years and begin serving February 1 of odd-numbered years.
- Mr. Procter asked that members consider if they would like to serve as an officer or if they would like to nominate another member as an officer for

the next election. He noted the Council might need to appoint an Acting Chair for 2010 as well.

- Currently, the Council does not have a Vice-Chair. RMICC rules do not address who steps in to serve as Chair in the event the Acting Chair is unavailable.
- Ms. Cathy Hartman asked if there was any further discussion on election of officers, or if anyone would like to immediately volunteer to be an officer.
- Ms. Ginger Salone noted that all of the procedures related to election of officers need to be included in the charter.

VII. AGENDA ITEM 5 – PROGRESS UPDATE FROM THE BEST PRACTICES COMMITTEE

Ms. Martha Richardson, Department of Information Resources, gave a brief progress update from the Best Practices for Managing Digital Information Committee.

- Ms. Richardson noted that the Department of Information Resources allowed survey questions from the Texas workgroup to be included in DIR's annual Information Resources Deployment Review (IRDR). Forty questions were included as an annex to the IRDR.
- The questions included in the annex were intended to serve as a one-time baseline survey.
- Survey responses were due to DIR December 1. Several agencies reported early, and their responses were all over the map. Ms. Richardson noted that this diverse a response was not unexpected, as each agency has different procedures.
- Ms. Richardson noted that DIR staff will be compiling the survey results. She hopes to have the survey results analyzed by the end of February, and will have findings and recommendations to present to RMICC by the end of May.
- A focus group of information technology and records management personnel met on September 23. The group was questioned about the need for electronic records management, and how electronic records management should be included in the Texas Project Delivery Framework.
- All members of the focus group were in favor of developing an electronic records management framework, and stressed the need that electronic records management be considered early in the process as projects are developed. Information technology personnel wanted the management framework to be flexible and optional, while records management personnel wanted the framework to be mandatory. Information technology personnel also wanted the word "information" or "data" to be included in the framework title.

- Ms. Richardson noted that many members of the focus group commented about how they had gained new insight as well as ideas to implement into current projects from the meeting.
- Ms. Richardson will continue working with DIR staff and plans to have the framework ready for publication by the end of April, contingent upon the availability of DIR staff.
- The Best Practices for Digitization project has been on hold for some time. At the previous RMICC meeting, the Council indicated it might be valuable to study the results of the IRDR before surveying records managers for the digitization project. Ms. Richardson noted that Ms. Jan Ferrari has been leading this project.
- Ms. Richardson asked for guidance from the Council regarding the proposed deadlines included in her committee presentation.
- Mr. Dan Procter asked if RMICC members should be preparing their agencies for receipt of the proposed survey of electronic records managers. Ms. Richardson indicated that the IRDR survey has already been distributed to agencies, and the electronic records manager survey will not be finalized until the IRDR survey results are compiled and analyzed.
- Ms. Ginger Salone asked Ms. Richardson what resources would be needed to conclude the committee's projects, and said she assumed questions relating to items such as open document format would be addressed by the committee.
- Ms. Richardson noted that expected legislative guidance regarding open document format had not been received, so this line of inquiry was not pursued in favor of completing the IRDR.
- Ms. Salone indicated she favored a proactive approach that allowed flexibility in determining document standards, rather than having legislation mandate standards.
- Ms. Richardson said a question regarding what document formats agencies are currently using was included in the IRDR. The committee has not looked at document standards yet, but could certainly do so at RMICC's direction or could form another committee to explore the information.
- Ms. Cathy Hartman noted that survey results from the IRDR could indicate a need for RMICC to put forth guidelines if survey responses indicate a need for guidance.
- Ms. Hope Morgan said she would be interested in seeing how diverse documents are across the state of Texas, and would like to see emphasis placed on creating a repository of some sort for all state documents. She is encouraged by the electronic records extension and believes it is a good first step in managing projects.
- Ms. Julie Leung asked about which agencies received the IRDR. Ms. Richardson noted that the IRDR is a legislatively mandated survey of all state agencies and universities. Response to the IRDR is mandatory, and Ms. Richardson noted she hoped all of the survey participants would respond to the annex questions as well.

- Ms. Richardson asked for continued guidance from RMICC regarding the committee's projects, including the analysis of the IRDR responses. Ms. Hartman noted that the timeline Ms. Richardson had put forth in her report should mean RMICC would have the information from the IRDR by the June meeting.
- Ms. Morgan inquired if a draft analysis of the IRDR could be made available sooner, possibly in March. Ms. Richardson noted that the analysis might be available sooner than May, depending on other priorities for DIR staff.
- Ms. Hartman asked when more specific information from the focus group might be available. Ms. Kim Scofield inquired about the next meeting date for the focus group. Ms. Richardson noted that the next meeting of the focus group has not been scheduled yet.
- **MOTION** made by Ms. Kim Scofield, seconded by Ms. Hope Morgan, and carried unanimously to approve the revised timelines for reporting included in Ms. Richardson's committee report.

VIII. OTHER BUSINESS

Ms. Cathy Hartman indicated the dedication ceremonies for the Lorenzo de Zavala Archives and Library Building would begin at 11 a.m. and invited anyone interested to attend.

IX. PUBLIC COMMENT

No public comment

MOTION made by Mr. Dan Procter, seconded by Ms. Kim Scofield, and carried unanimously to adjourn the meeting. In the absence of any further business, the meeting stood adjourned at 10:42 a.m.



CATHY HARTMAN, ACTING CHAIR