The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 3, 2013, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Dan Procter, Chair
Margaret Hermesmeyer, Vice-Chair
Deborah Hujar (representing Todd Kimbriel), Member
Daniel Julien, Member
Julie Leung, Member
Hope Morgan, Member
Stephen Quick, Member
Mark Smith, Member

MEMBERS NOT PRESENT
Cathy Nelson Hartman, Member

GUESTS

Bret Adams, Texas State Library and Archives Commission
Maryrose Hightower-Coyle, The University of Texas at Austin
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Angela Ossar, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission
Michael Reagor, Texas State Library and Archives Commission
Kay Steed, Employees Retirement System of Texas
Marianna Symeonides, Texas State Library and Archive Commission
Erica Wilson, Texas State Library and Archives Commission
Steve Woodall, University of North Texas Health Science Center

I.   CALL TO ORDER

A quorum being present, Chair Dan Procter called the meeting to order at 10:31 a.m.

II.   APPROVAL OF THE MARCH 5, 2013 MINUTES

The minutes to the Council meeting held June 4, 2013 were approved as follows:

MOTION made by Mr. Daniel Julien, seconded by Mr. Stephen Quick, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 4, 2013, 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).

- Ms. Ossar said that since May, the URMC has been meeting every one to two weeks via conference call. During each meeting, approximately seven or eight proposed items for the new university records retention schedule are discussed in detail.
- Ms. Ossar noted the members of the committee: Mr. Michael Reagor (TSLAC), Ms. Sarah Jacobson (TSLAC), Ms. Maryrose Hightower-Coyle (The University of Texas at Austin), Mr. Kevin O'Sullivan (Texas A&M University), Ms. Kris Toma (Texas State University), Mr. Dusty Norwood, (University of Texas Medical Branch at Galveston), and Ms. B. Lynn Whitfield and Ms. Lora Lopez (Texas Tech University). Ms. Mariana Symeonides is not a member of the URMC but attends the URMC meetings. Ms. Ossar noted that Mr. O'Sullivan is a new member of the URMC.
- The total number of items up for review is 344, Ms. Ossar said. To date, 31 items have been finalized, 49 items have been removed, and one item is still under consideration. All discussion about each record is documented in the JIRA tracking system, Ms. Ossar said.
- Mr. Mark Smith asked about the migration of data from JIRA system hosted at the University of North Texas to the JIRA system at TSLAC. Ms. Ossar indicated the data migration was completed in April and May. Additionally, TSLAC is starting to use the JIRA system for two local records schedules, she said. Mr. Reagor is leading that project for TSLAC.
- Data from the JIRA system is exported in five different formats at the end of each month, Ms. Ossar said. Mr. Smith asked how often the JIRA system is being accessed and who was accessing the information. Ms. Ossar said the system is available to URMC members only at this time and is being accessed by them frequently. Ms. Deborah Hujar asked how many records were being maintained. Ms. Ossar said there were approximately 345 records in the system.
- Ms. Jacobson noted the next step after the records are finalized by the URMC would be review by TSLAC and then presented to the Council for approval. After Council approval, TSLAC will begin the rulemaking process for the schedule.

- Mr. Dan Procter asked about the timeframe for a final schedule. Ms. Jacobson said she believed a final schedule might be ready in the fall of 2014. Mr. Procter noted it might be appropriate to mention the schedule in the Council's next biennial report.

IV. AGENDA ITEM 3 –REPORT ON THE e-RECORDS CONFERENCE

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

- The e-Records Conference has been held annually by TSLAC and the Department of Information Resources since 2000, Ms. Pfiester said. This year's conference enjoyed record attendance with 381 participants, up from approximately 330 last year. Participants were from about 68 different state agencies and 50 local governments, she said.
- A wide range of topics were discussed at the conference, ranging from agency case studies to more general topics such as preservation and project management. The City of Austin gave a presentation on how they manage agenda postings, minutes, and records requests for the city's many open meetings.
- The keynote address was given by the Honorable Larry Gonzales on the future of government technology. One point Representative Gonzales focused on was standardizing and consolidating software for savings and efficiency.
- Other topics of discussion during the conference included hardware and software issues, new data centers, cloud services, and new security techniques such as biometrics. Public/private partnerships were also discussed, such as the outsourcing of IT services recently completed by the Texas Department of Transportation.
- Handouts and additional information from the conference are available through the TSLAC website, Ms. Pfiester said. A series of recaps of the conference will be included in the *Texas Record* in the future. Video of two conference session as well as photographs of the conference are available through the TSLAC website also.
- Mr. Mark Smith noted the conference was a good mix of practical and theoretical information. Mr. Smith as well as Mr. Craig Kelso and Mr. Edward Seidenberg will be meeting with Representative Gonzales at a later date to thank him for his participation in the conference as well as follow up with him regarding TSLAC's role in records management going forward.
- Ms. Julie Leung noted that as of this morning, no interim charges had yet been filed by the legislature.

V. AGENDA ITEM 4 – REPORT ON THE EDUCATIONAL PAMPHLETS PROJECT

Ms. Nanette Pfiester of TSLAC presented information to the Council regarding the educational pamphlets project.

- A joint conference call was held between the committee creating the state agency information and the committee preparing information for legislators, Ms. Pfiester said. She chairs the state agency committee, while Mr. Craig Kelso of TSLAC chairs the legislative committee.
- The idea for the educational information is to present an eye catching product that introduces users to the agencies that are part of the records management and electronic records process—DIR, TSLAC, and the Office of the Attorney General (OAG) as well as the Council.
- A recommendation from the most recent Best Practices Committee report was that information needs to be made available for everyone at every level within an organization to help them understand their role in the records management process, she said.
- Ms. Pfiester drew the Council's attention to the draft brochure developed by the state agency committee. Additional information might be added to the brochure, she said.
- The first portion of the brochure evolved into a triangle-shaped graphic with the idea that records management "starts at the top" of each agency, she said. Records management is not optional—it's the law for state agencies, and the triangle graphic is meant to emphasize that fact.
- The second part of the draft brochure is a list of available resources, currently in a spreadsheet format. Ms. Pfiester noted that Ms. Kay Steed of the Employees Retirement System (ERS) provided a lot of information for this list. Mr. Dusty Norwood's website on records management at the University of Texas Medical Branch at Galveston is available to the public, Ms. Pfiester said. TSLAC offers both online and face-to-face training in records management, and the Texas Education Agency provided information that is given to new employees during orientation.
- Other information included in the handout for the Council were examples of brochures and posters used by ERS, texas.gov, the Texas Historical Commission, and the National Archives and Records Administration to highlight records management information.
- Examples were provided to the Council to get the Council's feedback on a preferred style for the educational pamphlets. Ms. Hope Morgan said she found the pyramid graphic appealing, and asked about the availability of a graphic artist. Mr. Kelso said assistance might be available from a graphic artist at TSLAC. Mr. Dan Procter said he liked the pyramid because it was a clean, easily readable graphic.
- Ms. Pfiester asked for feedback from the Council and other interested participants about the draft information presented. Comments can be made to Ms. Pfiester or Mr. Kelso, she said.
- Information regarding open meetings might be included in educational pamphlets as well, Ms. Pfiester said. Ms. Morgan and Mr. Procter noted there were many items discussed during the last legislative session regarding open meetings and new technology. Ms. Deborah Hujar

indicated proposed rules regarding open meetings and technology were published by DIR in the November 22, 2013 issue of the *Texas Register*. Ms. Julie Leung asked about a possible adoption date for the rules. Ms. Hujar said no comments had been received regarding the rules to date, and she anticipated the rules would be adopted after DIR's February board meeting.

- Mr. Procter asked Ms. Pfiester about a timeline for the educational materials. The Council's goal is to have information to include in the Council's biennial report, he said.
- Mr. Kelso extended his thanks to Ms. Pfiester for her work on the state agency educational materials. The legislative materials are being collected as well, he said, and he anticipated both sets of information should be available to the Council by September. More conference calls among committee members are planned, he said.
- Ms. Steed noted that the idea of the Council as the repository for records management information from many sources came up during the committee's conference calls. Ms. Pfiester noted the Council plans to post the information on the Council's website with links to partner agencies. Mr. Stephen Quick's agency volunteered to do any physical printing of information required, Ms. Pfiester said.
- Ms. Morgan asked about including federal records management information. Ms. Pfiester said the idea is to point users to TSLAC, OAG, DIR and the Council, and those agencies can advise the users about federal resources.
- Mr. Procter noted the educational materials will be updated and changed frequently. The goal is to create a tool that is used by many, he said.

VI. AGENDA ITEM 5 – STATE RECORDS CENTER NEW TRACKING SYSTEM

- Mr. Craig Kelso of TSLAC informed the Council about TSLAC's recent purchase of a solution to manage both the state records center operations as well as the state retention schedules. The system currently in use tracks mainly the physical locations of records only, he said. It does not include a billing system and more importantly does not allow outside users to see what they have in storage.
- In 2012, TSLAC was required by the legislature to move to a full cost recovery mode. At the same time, the need to move the retention schedules out of a word processing environment and into a database became apparent, he said. The request for proposal for a new system was released in May and had three respondents. The contract was awarded on October 17, 2013 to Infolinx Software Solutions based in Kensington, Maryland.
- Infolinx specializes in physical records management software, and can integrate with many other systems, Mr. Kelso said. Infolinx was the only company that offered all of the modules TSLAC needed – storage

management, retention schedule development, billing, microfilm production, and registration for training offered by TSLAC.

- Infolinx has been in business since 1987, and Texas will be the fifth state archive to work with them. Iowa, Virginia, Missouri and Wyoming are the other four states. The City of Austin uses Infolinx as well, he said.

- Currently, TSLAC is moving all retention schedules from .pdf files to an SQL database, he said. New processes will be developed for retention schedule amendments, with a focus on making the process simpler and easier for all users.

- Agencies storing hard copies, microfilm, microfiche and data backup tapes will be able to create new entries directly into the system but will still be able to submit items as they have in the past. They will be able to request materials through the system and will be able to view their information online. Additionally, agencies will be able to track their stored data down to the file level. Currently, tracking is only available to the individual box level. A bar code tracking option will be available as well, he said.

- Security protocols will ensure that each agency may access only their own holdings, Mr. Kelso said. Roles, rights, and permissions can be customized for different users as well, including read-only access.

- As the new system is web-based, there will be no cost to agencies to access it, Mr. Kelso said. Agencies wishing to utilize bar code scanners would face the cost of purchasing the scanners. Training will be offered by TSLAC on the new system, Mr. Kelso said.

- TSLAC expects to be testing the new system by mid-January, 2014. At that time, Mr. Kelso expects to bring in records management officers from agencies with the largest holdings as well as data entry staff to help test the system. TSLAC expects to ask for assistance testing the system in January or February, he said. The goal is have the system online by August, 2014.

- Ms. Hope Morgan asked if the goal of the new system would be to ultimately replace the records tracking systems agencies use in-house. Mr. Kelso said that would be an option for agencies but not a requirement.

VII. OTHER BUSINESS

- Mr. Mark Smith noted that TSLAC is beginning their agency strategic plan with a focus on outreach to constituents and stakeholders. TSLAC will hold a planning retreat on February 10 and 11, 2014 and asked for input from the Council and it's member agencies in regards to future goals and needs.

- On December 4, Mr. Smith said Ms. Deborah Hujar and Mr. Todd Kimbriel of DIR would be meeting with TSLAC in regards to each agency's role in electronic records management moving forward.

- Mr. Dan Procter noted that any member who thought the Council should put forward an official position to TSLAC on future goals and needs should contact him. Mr. Smith said the draft strategic plan should be

finalized by April, but information would be appreciated prior to the February planning meeting.

- Ms. Hope Morgan noted she is on the board of the Texas Association of State Systems for Computing and Communications (TASSCC). TASSC will be holding a "State of the State" conference on December 13, 2013 at the Hyatt Regency Austin. Ms. Morgan mentioned a variety of speakers and panels at the conference and encouraged attendance.
- The Council scheduled the following meeting dates for 2014: March 4, June 3, September 9 and December 2. Mr. Procter mentioned that an additional meeting in late summer or early fall might be required to work on the biennial report.

VIII. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 11:42 a.m.
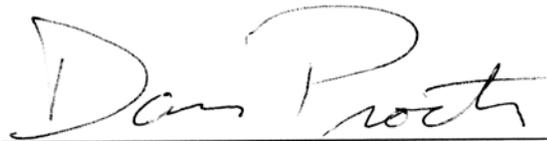
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Dan Procter, Chair
Records Management Interagency Coordinating Council