

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 6, 2016

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 6, 2016, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Morgan Gieringer, Member
Vincent Houston, Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Michael Reagor, Member
Mark Smith, Member

GUESTS

Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Angela Ossar, Office of the Governor
Nanette Pfiester, Texas State Library and Archives Commission
Marianna Symeonides, The University of Texas at Austin
Kay Steed, Employees Retirement System of Texas

I. CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:05 p.m.

II. APPROVAL OF THE SEPTEMBER 13, 2016 MINUTES

The minutes to the Council meeting held September 13, 2016 were approved as follows:

MOTION made by Mr. Todd Kimbriel, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 13, 2016, as presented.

III. AGENDA ITEM 2 – UPDATE ON THE 2016 e-RECORDS CONFERENCE

- Ms. Nanette Pfiester of the Texas State Library and Archives Commission (TSLAC) updated the Council on the 2016 e-Records Conference held November 4. There were 323 individuals registered for the conference along with 46 exhibitors, she said. Attendees represented 125 different state or local agencies. The theme of the conference was “At the Intersection of Technology and Records Management”. Three breakout sessions were held this year, she noted.
- Ms. Hermesmeyer noted the conference is an excellent educational opportunity each year, especially for agencies in the Austin area.
- Mr. Craig Kelso of TSLAC indicated the conference has outgrown the current meeting space and might need to move to a larger venue. He asked for suggestions for a venue capable of hosting 500 to 700 attendees at a reasonable cost. He noted about 35 individuals were unable to attend this year’s conference as there was not space available for them.

IV. AGENDA ITEM 3 –UPDATE ON THE STATE ELECTRONIC RECORDS RULES (SERR) PROJECT

- Ms. Pfiester provided information on the State Electronic Records Rules (SERR) Project to the Council. She said the SERR workgroup has been meeting twice a month for most of 2016.
- The current electronic records rules have not been updated since 2003, Ms. Pfiester said. Technology has changed since 2003, and the rules need to be updated accordingly, she noted.
- A draft of the proposed changes was sent out to agency information resource managers and records management officers, Ms. Pfiester said. Responses were received from 19 individuals. On November 9, the workgroup reviewed an updated draft of the rules that included the responses received.
- The workgroup will present the draft rules to TSLAC in fiscal year 2017 for approval. The draft rules will then be submitted to the *Texas Register* for publication. The workgroup plans to have the new rules adopted in fiscal year 2017.

V. AGENDA ITEM 4 – UPDATE ON THE 85TH LGEISLATURE

- November 14 was the first day for pre-filing of legislation for the upcoming session, Ms. Pfiester said. More than 500 bills were filed that day, and an additional 200 have been filed since, she noted.
- SB80 is the bill relating to certain required reports prepared by state agencies and other governmental entities, she said. Also of interest is SB79, which would allow all agencies to refer requestors to the agency’s website for the information requested. Formerly only political subdivisions were allowed to do so.

- Additionally, several bills have been filed that affect purchasing by state agencies, she said. Mr. Smith asked about bills affect contracting. SB255 concerns purchasing and contract management, she said. SB58 concerns required notifications to the Legislative Budget Board regarding contracting, she added.

VI. AGENDA ITEM 5 – UPDATE ON THE DISTRIBUTION OF THE BIENNIAL REPORT TO THE LEGISLATURE

- The biennial report was submitted electronically to Office of the Governor, the Office of the Lieutenant Governor, the Speaker of the House and to members of the Legislature on October 26, Ms. Hermesmeier said. Printed copies were submitted to the governor, lieutenant governor and speaker on October 27.
- Ms. Hermesmeier thanked the Council for assistance in creating the report, as well as several content contributors and reviewers. Ms. Morgan noted the timeframe used to produce the report worked well. Ms. Hermesmeier agreed and noted the effort was well organized. Mr. Smith thanked Council for the Council’s continuing support of TSLAC initiatives.

VII. AGENDA ITEM 6 – ELECTION OF NEW RMICC OFFICERS – CHAIR AND VICE-CHAIR

- Ms. Hermesmeier asked the Council for discussion on the election of a new chair and for nominations. Mr. Kimbriel asked if Ms. Hermesmeier would be willing to serve as chair for another term. Ms. Hermesmeier indicated she would be willing to serve another term.
- **MOTION** made by Mr. Todd Kimbriel, seconded by Mr. Mark Smith, and carried unanimously to elect Ms. Margaret Hermesmeier chair of the Council for another term.
- Ms. Hermesmeier asked for discussion and nominations for the vice-chair. Ms. Morgan noted Mr. Kimbriel’s service as vice-chair and asked if he would be willing to serve in that capacity for another term. Mr. Kimbriel indicated his assent.
- **MOTION** made by Ms. Hope Morgan, seconded by Mr. Mark Smith, and carried unanimously to elect Mr. Todd Kimbriel vice-chair of the Council for another term.

VIII. AGENDA ITEM 7 – DISCUSSION OF STRATEGIC DIRECTION FOR RMICC FOR NEXT BIENNIUM

- Ms. Hermesmeier opened discussion of the strategic directions for the Council for the upcoming biennium. She asked the Council to be ready to finalize the strategic directions at the Council’s upcoming March meeting. She noted several significant projects undertaken by the Council over the past biennium. Ms. Hermesmeier indicated the Council might want to consider

continuing several workgroups, including the University Records Management Committee (URMC) and the Electronic Records Review Panel (ERRP). Continued support of the State Agency Coordinating Committee (SACC) Records Management Subcommittee should be considered as well.

- Ms. Morgan noted Recommendation #5 in the Department of Information Resource (DIR) Biennial Performance Report requires DIR to study current data storage and records management practices and associated costs to the state and recommend improvements using agency feedback. The Council might want to assist with creating basic guidelines for storage and archiving of data, she said. Mr. Smith noted such guidelines should include the new electronic records rules. Ms. Hermesmeier added the Council could direct ERRP to work with DIR on obtaining agency feedback in support of the recommendation. Ms. Morgan noted that easy to follow guidelines and tools such as templates are beneficial to users.
- Mr. Kimbriel suggested the Council might want to focus on creating best practices for all agencies to follow relating to data sharing. Agencies are increasingly sharing data more freely to deliver services to customers, he said.
- Ms. Hermesmeier suggested the Council might want to review the RMICC statute as it is outdated and needs to be updated.
- Ms. Morgan noted that best practices or other information for agencies should focus on the benefits associated with good records management as well as the costs of poor records management. Such information could influence budgetary decisions in support of records management programs, Ms. Hermesmeier said.

IX. AGENDA ITEM 8 – SCHEDULING OF MEETING DATES FOR 2017

- Ms. Hermesmeier asked if the current meeting schedule of the first Tuesday in March, June and December and the second Tuesday in September at 2 p.m. was acceptable to the Council. Ms. Gieringer noted the 2 p.m. start time was convenient for her travel schedule.
- **MOTION** made by Ms. Hope Morgan, seconded by Mr. Todd Kimbriel, and carried unanimously to select March 7, June 6, September 12 and December 5 at 2 p.m. as the Council meeting dates for 2017.

X. OTHER BUSINESS

No other business.

XI. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 2:55 p.m.


Margaret Hermesmeier
RMICC Chair