

**MINUTES
RECORDS MANAGEMENT INTERAGENCY
COORDINATING COUNCIL MEETING
December 7, 2005**

The Records Management Interagency Coordinating Council (RMICC) held a meeting on Thursday, December 7, 2005 at 3:00 p.m. The meeting was held in Room 402 of the Central Services Building located at 1711 San Jacinto Boulevard in Austin, Texas.

MEMBERS PRESENT:

Eva Dechene, Texas Building and Procurement Commission (Chair)
Michael Heskett, Texas State Library and Archives Commission
Richard Kautz, Texas Department of Public Safety
Dan Procter, Office of the Secretary of State
Laura Taylor-Woods, State Auditor's Office
Thornton Wood, Office of the Attorney General

MEMBERS NOT PRESENT:

Cathy Hartman, University of North Texas (Vice-Chair/Chair Elect)
Teresa Morales, Comptroller of Public Accounts
Larry Olson, Department of Information Resources

GUESTS:

Nancy Edwards, Texas Department of Public Safety
Tim Nolan, Texas State Library and Archives Commission
Susan Rhyne, Railroad Commission of Texas
Martha Richardson, Department of Information Resources

A quorum being present Chair Eva Dechene called the meeting to order at 3:02 p.m. and requested the Council Clerk to conduct a roll call.

I. INTRODUCTION OF MEMBERS

Chair Dechene welcomed RMICC members. The record of this meeting reflects that Messrs. Michael Heskett and Thornton Wood attended this meeting as representatives for Ms. Peggy Rudd (Texas State Library and Archives Commission) and Ms. Karen Rabon (Office of the Attorney General), respectively.

II. APPROVAL OF FEBRUARY 24, 2005 MINUTES

Chair Dechene called for the review and approval of the minutes to the RMICC meeting held February 24, 2005. In the absence of any changes or corrections, minutes were approved as set forth below.

MOTION made by Mr. Dan Procter, seconded by Michael Heskett, and carried unanimously to approve, as presented, the minutes for the meeting of the Records Management Interagency Coordinating Council meeting held on February 24, 2005.

III. BRIEFING ON STATE RECORDS CENTER'S OMNIRIM SYSTEM – TIM NOLAN, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (TSLAC)

Mr. Nolan reported on the implementation of the State Records Center's OmniRim System at TSLAC. The system is scheduled for internal implementation at TSLAC in Summer 2006 and subsequently will be introduced to certain "test" agencies (e.g., Department of State Health Services, Comptroller of Public Accounts, etc.). Other state agencies will follow thereafter. Training will be provided.

State agencies will access the system through user passwords to view their records and will have the capability of creating ad hoc reports. The system will possess a user friendly interface, and information will be contained on a secured based system to which agencies will have access only to their respective agency records. The system will also follow a retention schedule.

No action was required on this system.

IV. REPORT OF REPORTS – MICHAEL HESKETT, TSLAC

Mr. Michael Heskett reported that, as a result of legislation enacted by the 79th Texas Legislature, the Texas State Library and Archives Commission (TSLAC) is mandated responsibility for maintaining a list of all reports issued by state agencies. Legislation resulted from a review by the Legislative Budget Board.

In addition to maintaining a list of agency reports, TSLAC is to review and evaluate listed reports to ascertain their need. The goal of TSLAC is to have its report completed by November 30, 2006 and to make it available to state agencies by June 2007. Mr. Heskett stated that TSLAC's emphasis will be to seek input from agencies as to the need for the reports they receive.

V. SAO REVIEW AND APPROVAL CHANGE OF STATE AGENCY RECORDS RETENTION SCHEDULES – LAURA TAYLOR-WOODS, STATE AUDITOR'S OFFICE

Ms. Laura Taylor-Woods informed RMICC members that Senate Bill 19, as enacted by the 79th Texas Legislature, makes approval of records retention schedules by the State Auditor's Office permissive rather than mandatory. Schedules are mainly to be used to schedule audits. Ms. Taylor-Woods stated that the review and approval change of state agency records retention schedules would be announced to the records managers at the various state agencies.

VI. OPEN MEETINGS ACT UNDER SENATE BILL 286 – KAREN RABON, OFFICE OF ATTORNEY GENERAL

Mr. Thornton Wood presented this item on behalf of Ms. Karen Rabon. The RMICC was informed that Senate Bill 26, as enacted by the 79th Texas Legislature, requires public officials to undergo training of not less than one hour and not more than two hours on the requirements of the open meetings and public information laws. Legislation under Senate Bill 26 becomes effective January 1, 2006.

Under enacted legislation, training is to take place no later than 90 days after the public official: (1) takes the oath of office if required to do so in order to assume duties as a member of the governmental body; or (2) otherwise assumes responsibilities as a member of the governmental body, if not required to take an oath of office to assume duties as a member of the governmental body. Video tapes and on-line training will be available for this purpose.

Following Mr. Wood's report, Mr. Dan Procter inquired if available training resources could be used by the general public. Mr. Wood replied affirmatively, stating that information would be available on the website of the Office of the Attorney General.

VII. SELECTION OF RMICC MEMBER TO REPLACE VACANT AUXILIARY VOTING MEMBER POSITION –EVA DECHENE, TEXAS BUILDING AND PROCUREMENT COMMISSION

While no action on this item was to take place at this meeting, Chair Dechene requested RMICC members to submit nominations for the vacant auxiliary voting member position on the RMICC. Nominations are to be provided to the Chair for action at a future RMICC meeting.

VIII. PUBLIC COMMENT

No public comment was presented at this meeting. There being no further business, Chair Dechene adjourned the meeting at 3:25 p.m.


EVA DECHENE, CHAIR
Records Management Interagency Coordination Council