

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 7, 2010

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 7, 2010 at the Capitol Extension in Room E1.010.

MEMBERS PRESENT

Cathy Hartman, Interim Chair
Jan Ferrari (representing Peggy D. Rudd), Member
Margaret Hermesmeier (representing Kim Scofield), Member
Todd Kimbriel (representing Doug Holt), Member
Julie Leung, Member
Hope Morgan, Member
Dan Procter, Member
Stephen Quick, Member
Simon Skedd, Member

GUESTS

Erinn Barefield, Texas State Library and Archives Commission
Mary Lou Carpenter, The University of Texas System
Chris Foster, University of North Texas System
Tim Nolan, Texas Water Development Board
Nanette Pfiester, Texas State Library and Archives Commission
Laura Saegent, Texas State Library and Archives Commission
Tiffany Shropshire, Texas Supreme Court
T. J. Wasden, Texas Department of Family and Protective Services
Mercy Ziegler, Texas Education Agency (consultant)

I. CALL TO ORDER

A quorum being present, Interim Chair Cathy Hartman called the meeting to order at 10:02 a.m.

II. 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 represented Ms. Peggy D. Rudd, Ms. Margaret Hermesmeier represented Ms. Kim Scofield, and Mr. Todd Kimbriel represented Mr. Doug Holt at the meeting.

III. APPROVAL OF THE SEPTEMBER 7, 2010 MINUTES

Minutes to the Council meeting held September 7, 2010 were approved as follows:

MOTION made by Ms. Jan Ferrari, seconded by Mr. Dan Procter, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 7, 2010, as presented.

IV. AGENDA ITEM 3 – DISCUSSION OF CONTINUATION OF THE BEST PRACTICES COMMITTEE AND APPOINTMENT OF A NEW CHAIR

- Ms. Cathy Hartman noted that with the retirement of Ms. Martha Richardson from the Department of Information Resources, the Best Practices Committee would be in need of a new chair. Ms. Kim Scofield and Ms. Jan Ferrari were tasked with working with Ms. Richardson to find a new chair for the committee.
- Mr. Dan Procter nominated Mr. T.J. Wasden of the Texas Department of Family and Protective Services and Ms. Ferrari to serve as co-chairs of the committee. The motion passed unanimously.
- Ms. Ferrari emphasized the importance of continuing the work of the committee, and noted she was looking forward to working with Mr. Wasden as co-chair. Ms. Hartman voiced her support for the continuation of the committee as well, and thanked Ms. Ferrari and Mr. Wasden for their willingness to serve as co-chairs.

V. AGENDA ITEM 4 – PROGRESS UPDATE FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

Mr. Chris Foster of the University of North Texas presented the progress update from the Universities Records Management Committee (URMC).

- For much of the last quarter, the URMC has focused on solidifying the baseline assessment. This survey will be used to collect and analyze data to be used during the planning, development, and execution of all URMC projects and planned deliverables.
- Mr. Foster noted the URMC has chosen ARMA International's Generally Accepted Recordkeeping Principles (GARP) as the framework for questions on the baseline assessment survey. The current version GARP includes eight individual principles related to the administration, operation, and effectiveness of a records management program. The URMC chose GARP as many electronic records managers already are familiar with ARMA International, and the principles can be directly aligned with their industry.
- Mr. Foster noted two membership changes that have taken place on the URMC since the last report. Mr. Steve Woodall, Director of Health

Information Management at the University of North Texas Health Sciences Center in Fort Worth has joined the committee. Ms. Leota Hull, Associate Vice President for Data Centers at the University of Texas Pan American has replaced Gloria Salazar.

- The URMIC held its first formal meeting at the 2010 e-Records Conference. He indicated the majority of the URMIC's interactions occur through electronic means. The roundtable discussion at the conference was a valuable face-to-face meeting opportunity, and the committee will look to expand such discussions at future conferences.
- Mr. Foster noted that the Records Management Assistance (RMA) unit of the Texas State Library and Archives Commission State and Local Records Management division is in the process of developing/revising a university-specific records retention schedule.
 - The URMIC will assist the RMA unit with analysis of current records retention schedules from universities both inside and outside of Texas as part of development of the university-specific schedule. Many universities, especially those with health science centers, have categories of records for retention not addressed adequately under current retention schedules. These categories could include records such as financial aid to students, student academic records, and donations.
 - Mr. Foster indicated he believes this analysis will be complete in August of 2011, and noted URMIC member Ms. Sarah Jacobson's contributions to this project.
- Mr. Foster noted the formation of the GARP Development Task Force, comprised of a small group of URMIC members.
 - This task force is developing questions to be included on the baseline assessment survey, and anticipates five questions being developed to address each principle. The task force intends to have the questions finalized before the March meeting of RMICC, and requested the support of RMICC for the survey.
 - Ms. Cathy Hartman indicated her support for the survey, and noted she was looking forward to seeing the survey results. Mr. Foster noted the survey data will be crucial to developing a records retention schedule that addresses the needs of universities appropriately. He noted that using GARP adds credibility, as these principles are well-known and well-respected.
 - The survey data collected will be used to focus development of best practices, processes and guidelines for a model university records management program as well, Mr. Foster said.
- Ms. Hartman noted the diverse membership of the URMIC and thanked Mr. Foster and Ms. Jacobson for their work establishing the URMIC. Mr. Foster indicated a high level of interest in the URMIC, and noted almost all public universities as well as most health science centers in the state are represented on the URMIC.

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

- Ms. Cathy Hartman noted that after much discussion at the previous RMICC meeting, the biennial report to the Legislature was completed. Mr. Stephen Quick arranged for printing of the report, and Mr. Dan Procter distributed the report.
- Mr. Procter sent paper copies of the report to the Governor and Lieutenant Governor. Ms. Peggy Rudd distributed paper copies to interested members of the Legislature. The report was made available through the RMICC website as well. Mr. Procter noted he had about 10 additional paper copies available. Ms. Hartman noted the back page of the report includes information about obtaining additional copies as well.
- Mr. Procter noted the recommendation included in the report regarding revision of the RMICC Charter and Bylaws. He will prepare the appropriate proposal for publication in the *Texas Register* to bring the RMICC administrative rules into line with the changes to the charter and bylaws. After the proposal is published in the *Texas Register*, RMICC will need to address any comments received at a future meeting before the proposal may be adopted.

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

- Ms. Cathy Hartman briefly summarized how she became interim chair of RMICC after the departure of previous chair Mr. Brian Rawson from the Department of Information Resources. Ms. Hartman then opened the floor for nominations for the position of RMICC chair and vice chair
 - Mr. Dan Procter nominated Ms. Peggy Rudd to serve as chair and Ms. Kim Scofield to serve as vice chair.
 - Ms. Hartman inquired about Ms. Rudd's and Ms. Scofield's willingness to serve, and asked if there were any other nominations. There were no other nominations, and Ms. Rudd and Ms. Scofield were elected by a unanimous vote.

VIII. OTHER BUSINESS

No other business.

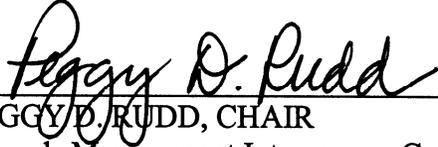
IX. PUBLIC COMMENT

- Mr. Tim Nolan of the Texas Water Development Board (TWDB) commented about Mr. Chris Foster's URMIC presentation. Mr. Nolan noted that TWDB used the GARP to develop their records management program. He indicated

that TWDB has found the GARP very useful, and that GARP aligns well with existing state government records management laws. Ms. Cathy Hartman thanked Mr. Nolan for the information and thought it supported the soundness of the URMC's choice of GARP.

- Mr. Dan Procter noted that with the upcoming legislative session, RMICC will more than likely need to find another meeting space. Any member with ideas about alternate meeting sites should contact Ms. Peggy Rudd with their suggestions. Ms. Hartman noted that it was useful to her to schedule all RMICC meetings for a calendar year at one time, to facilitate travel arrangements.
- Ms. Hope Morgan thanked Ms. Hartman for her service to RMICC as interim chair. Ms. Hartman acknowledged her thanks and noted former chair Mr. Brian Rawson has give her a good example to follow.

MOTION made by Ms. Hope Morgan, seconded by Mr. Dan Procter, and carried unanimously to adjourn the meeting. In the absence of any further business, the meeting stood adjourned at 10:29 a.m.



PEGGY D. RUDD, CHAIR
Records Management Interagency Coordinating Council