

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
December 11, 2012

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, December 11, 2012, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Peggy D. Rudd, Chair
Cathy Nelson Hartman, Member
Margaret Hermesmeier, Member
Daniel Julien, Member
Julie Leung, Member
Dan Procter, Member
Stephen Quick, Member

MEMBERS NOT PRESENT

Hope Morgan, Member
Lori Person, Member

GUESTS

Erinn Barefield, Texas State Library and Archives Commission
Chris Foster, University of North Texas System
Maryrose Hightower-Coyle, The University of Texas – Austin
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Dan McGowan, Texas Department of Family and Protective Services
Angela Ossar, Texas State Library and Archives Commission
Michael Reagor, Texas State Library and Archives Commission
Edward Seidenberg, Texas State Library and Archives Commission
Steve Woodall, The University of Texas Health Science Center

I. CALL TO ORDER

A quorum being present, Chair Peggy D. Rudd called the meeting to order at 10:35 a.m.

II. APPROVAL OF THE SEPTEMBER 11, 2012 MINUTES

The minutes to the Council meeting held September 11, 2012 were approved as follows:

MOTION made by Ms. Cathy Nelson Hartman, seconded by Mr. Daniel Julien, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held September 11, 2012, as presented.

III. AGENDA ITEM 2 – REPORT FROM THE UNIVERSITIES RECORDS MANAGEMENT COMMITTEE

- Ms. Peggy D. Rudd noted that Mr. Chris Foster, co-chair of the Universities Records Management Committee (URMC), would be starting a new position at the University of North Texas and would no longer be a part of the URMC. Mr. Foster asked the Council to consider appointing Ms. Maryrose Hightower-Coyle as his replacement co-chair on the URMC. Ms. Hightower-Coyle is a current member of the URMC steering committee, he said, and is the records management officer at The University of Texas at Austin.
- **MOTION** made by Ms. Margaret Hermesmeier, seconded by Mr. Dan Procter, and carried unanimously to appoint Ms. Maryrose Hightower-Coyle as co-chair of the Universities Records Management Committee.
- Ms. Sarah Jacobson, Ms. Angela Ossar and Ms. Hightower-Coyle gave the report from the URMC. Ms. Jacobson thanked Mr. Foster for his time and commitment to the URMC and for his support of records management programs in the state. Ms. Hightower-Coyle expressed her gratitude for Mr. Foster's leadership as well.
- Ms. Jacobson said the short-term plans for the URMC focus on completion of the university records retention schedule (URRS). The URMC plans to complete the URRS by September of 2013, she said.
- The strategic directions already identified for the URMC will be focused on in the near future as well, Ms. Jacobson said. Those strategic directions will be prioritized and worked on when the URRS is completed, she said. Ms. Rudd asked if the URMC would like to participate in the discussion of the strategic direction for the Council in the next biennium later in the agenda. Ms. Jacobson said the URMC would like to do so.
- Ms. Ossar gave a report from the URRS subcommittee of the URMC. Ms. Ossar is the chair of the subcommittee. The subcommittee held their first meeting. Ten persons total (eight members and two ex-officio members) were selected from the URMC membership by the URMC steering group to form the subcommittee. Members are records management officers from universities, agency records managers, archivists, and one graduate advisor as well as government information analysts from the Texas State Library and Archives Commission (TSLAC).
- For each four to six week period, the subcommittee members will review, comment and vote on about 80 records series. The subcommittee will meet

about every four to six weeks to discuss the record series flagged for further review by the subcommittee members, she said. Not every member will vote on each of the 338 record series. Members will vote on those series that match their level of expertise or interest, she said.

- TSLAC is now hosting the JIRA data tracking system for the URM, Ms. Ossar said. The JIRA system had been hosted by the University of North Texas previously. As soon as the data migration process is complete, voting will begin on the record series, Ms. Ossar said. Voting is anticipated to be completed by the end of the summer. At that time, the URM will bring the URRS to the Council for approval
- Ms. Cathy Nelson Hartman expressed the Council's appreciation to the members of the subcommittee. Ms. Ossar and Ms. Jacobson noted there is widespread enthusiasm for the URRS project among the members of the URM.
- Ms. Rudd said that she testified at the Senate Select Committee for Open Government hearing recently. She noted that Ms. Jacobson and other government information analysts from TSLAC helped prepare her testimony. Ms. Rudd said she is deeply appreciative of the amount of work needed to create a records retention schedule and felt that university records managers were aware of that work as well.

IV. AGENDA ITEM 3 – ELECTION OF NEW RMIC OFFICERS

- Ms. Rudd said she looked at the Council's statute and noted it did not mention a vice-chair for the Council. Additionally, the statute says the chairmanship rotates among the permanent members of the Council, she said. One of those members needs to accept the chairmanship for the next two-year term, she said. Terms end on February 1 of odd-numbered years, she noted. Although her term of office is not yet complete, she reminded the Council she would be retiring from state service at the end of the year.
- Mr. Stephen Quick asked what would happen if no permanent members were able to accept the chairmanship. Ms. Cathy Nelson Hartman asked which members were eligible to accept the office. Ms. Rudd noted that the members representing the Office of the Secretary of State, the State Auditor's Office, the Comptroller of Public Accounts, the Office of the Attorney General, the Texas State Library and Archives Commission, and the Department of Information Resources were the permanent members of the Council. She noted that the State Auditor's office is a non-voting member.
- Mr. Dan Procter noted that the office of vice-chair is included in the Council's administrative rules, and asked if any member would be willing to serve as vice-chair. Ms. Rudd indicated the vice-chair fills in for the chair in the event that the chair is unable to attend a Council meeting.
- Ms. Hartman noted that the most work required of the chair is when the biennial report needs to be produced.
- Mr. Procter said he believed the Council's work needs to continue. He agreed to serve as chair with the understanding that he will need the

assistance of the other members. Additionally, his acceptance is conditional upon approval from his supervisor.

- Ms. Margaret Hermesmeier agreed to serve as vice-chair, assuming she receives approval from her agency as well.
- **MOTION** made by Ms. Cathy Nelson Hartman, seconded by Mr. Daniel Julien, and carried unanimously to approve Mr. Dan Procter as chair and Ms. Margaret Hermesmeier as vice-chair of the Council for the next two year term.

V. AGENDA ITEM 4 – DISCUSSION OF STRATEGIC DIRECTION FOR RMICC FOR NEXT BIENNIUM

- Ms. Peggy D. Rudd noted the Council’s biennial report had been distributed and was available on the Council website. The report is the culmination of the last two years of the Council’s work, she said. She invited all the Council members as well as any other persons attending the meeting to weigh in on the strategic direction for the Council for the next two years.
- Ms. Sarah Jacobson noted that many of the needs identified in the Best Practices Committee report were applicable to universities as well. Ms. Maryrose Hightower-Coyle said the URMIC’s desire is to give practical resources and guidance regarding records management to universities. She noted that there is a real desire for practical guidance coming from many agencies, especially in the areas of email and social media management as well as e-records management in general. Ms. Jacobson noted there is a need for guidance about implementing standards and policies in individual agencies.
- Ms. Rudd noted that the Department of Information Resources (DIR) has issued social media guidelines and had planned on distributing a social media toolkit as well. Ms. Rudd said she had discussed the toolkit with Ms. Lori Person of DIR recently, and that DIR may be refocusing on issuing a statewide information policy regarding social media rather than a toolkit. Ms. Rudd suggested that Ms. Person might be able to present information about the social media policy at a future Council meeting.
- Mr. Dan Procter asked about any expectations regarding the upcoming legislative session. Ms. Rudd noted she had expected something to come from the Select Committee on Open Government but that nothing had been issued yet. She noted that Ms. Julie Leung had given the Council members information regarding the committee’s meeting date. Additionally, Ms. Nan Pfister of would be monitoring legislation during the upcoming session for TSLAC, Ms. Rudd said.
- Ms. Rudd noted that the idea of the records retention schedules being made into guidelines rather than administrative rules did not receive much attention at the Select Committee on Open Government meeting. Issues regarding the Public Information Act seemed to be of more interest to the committee, she said.

- Mr. Stephen Quick asked if the committee would issue a report. Ms. Rudd indicated that such committees usually do issue a report. Ms. Leung noted that most of the legislative subcommittees had not yet issued reports.
- Ms. Rudd said the Report of Required Reports had been filed with the Legislative Budget Board. She anticipated bills being filed to eliminate obsolete or redundant reports as was done in the last legislative session. Ms. Leung noted that such a bill was filed on the first available day for filing legislation.
- Ms. Cathy Nelson Hartman noted that while the Council files reports and produces recommendations, the Council's work is largely ignored by the legislature. She asked what could be done by the Council to further educate legislators regarding records management concerns. She contrasted the lack of action regarding records management concerns with the great progress being made on the URRS, which is not dependent on the legislature for approval. Ms. Hartman added that implementing the recommendation made by the Council regarding a statewide digital archive should be a strategic direction for the Council.
- Mr. Procter noted that agency heads do read the biennial report even if some legislators do not.
- Ms. Rudd said TSLAC is asking for an additional two FTE positions in the electronic records specialist area. Without additional staff and their expertise, TSLAC is unable to move forward. She noted the Council's role is at the policy level—to take information about statewide records management needs at the ground level and decide what policies need to be put in place to address those needs. She stressed the need for a statewide electronic records archive as well.
- If additional staff are added, Ms. Rudd said, they could work with other agencies such as the Office of the Attorney General and the Department of Information Resources as well as with the Council to develop a plan for a statewide data repository. The plan should include shared responsibility among agencies regarding funding such a repository, she said. No one single agency can create and implement such a plan. She suggested the Council might want to approach key legislators such as the Honorable Rodney Ellis, who chairs the Senate Select Committee on Open Government.
- Mr. Dan McGowan of the Department of Family and Protective Services suggested one way to focus more attention on the Council's concerns is to demonstrate cost/benefit information. Part of the Best Practices Committee report focused on costs incurred when records could not be produced in reference to legal action. Additionally, Mr. McGowan encouraged the Council and its member agencies to review their charters and focus on what they can do regarding records management that does not require legislative action or approval.
- Mr. McGowan encouraged the Council to think more creatively about where to find assistance. College students could be recruited to participate

in an online or social media records review for free and could use their participation as a résumé enhancement, he said.

- Mr. Craig Kelso of TSLAC said TSLAC is working on updating Electronic Records Bulletin 1. He suggested the Council might be of assistance to TSLAC in creating a task force to update the *Texas Administrative Code* rules regarding electronic records. Such an update does not require legislative approval, he said. The administrative rules could be updated to be more practical and relevant to agencies, he said.
- Mr. Kelso noted that many agencies express a need for more advanced electronic records training than is currently available. He suggested the Council might be able to provide more specific guidance regarding needs expressed by agencies in the past. DIR might be of assistance in this regard as well, Mr. Kelso said.
- Mr. Kelso noted that one of the charges in the BPC report was in regard to enforcement. He suggested the Council might want to create a template for an auditing program for records management. Such a template could be used for internal audits, and be given to the State Auditor's office for when they do performance audits, he said. Ms. Rudd noted that the Sunset Advisory Commission might find such a template of interest as well.
- Ms. Hartman noted that many legislators are very business-oriented. Cost/benefit analysis might attract their attention, she said. Many businesses are hiring companies to capture their web presence on an ongoing basis, she said. Archived information about their web presence is necessary due to the prevalence of litigation. Such real-world cases might serve as incentive for state agency records retention goals, Ms. Hartman said.
- Ms. Hartman suggested a small task force might be formed to merge all of the ideas coming forward in the strategic direction discussion and bring them to the Council at the March meeting. Ms. Rudd agreed that such a workplan was a good idea.
- Ms. Maryrose Hightower-Coyle shared her observations from attending the Select Committee on Open Government hearing. She noted that the Honorable Wendy Davis and the Honorable Rodney Ellis have a strong interest in public information. Records retention supports public information goals, she said. The senators spoke about being concerned about properly managing their own records, she said. The connection between records retention and management of public information needs to be made clear to legislators, Ms. Hightower-Coyle said. Senator Davis indicated a desire for a guidebook regarding proper management and disposal of records. Ms. Hightower-Coyle asked how the Council could be of assistance to legislators regarding records management.
- Ms. Leung said the committee also showed interest in management of social media records. Mr. Steve Woodall of the University of North Texas Health Science Center noted that many of the legislators are not as comfortable managing electronic records as they are paper records. As the use of cloud technology increases, he said, electronic records management

issues will be of increasing concern. Keeping every record forever is not a solution, he said. Developing guidelines including auditing information is crucial to helping individuals understand how records management benefits their organization, he said.

- Ms. Rudd noted that a workplan for the Council for the next two years should be extracted from the strategic direction discussion. She noted Ms. Hartman had suggested a task force be formed to create the workplan and asked for volunteers to serve on such a task force. Ms. Hartman, Mr. Woodall, Mr. Daniel Julien, Ms. Margaret Hermesmeier and Ms. Erica Wilson of TSLAC agreed to serve on the task force. The task force will present a draft workplan to the Council at the March meeting.

VI. AGENDA ITEM 5 – SCHEDULING OF MEETING DATES FOR 2013

- Mr. Dan Procter noted the Council traditionally met on the first Tuesday of March, June, September and December unless that day followed a state holiday. The Council agreed to meeting dates of March 5, June 4, September 10 and December 3 for 2013.
- Ms. Rudd said the Council was welcome to continue using the current TSLAC meeting room for its meetings unless there was a conflict with the Texas State Library and Archives Commission meeting dates. Mr. Procter noted there was a small conference room available at the Office of the Secretary of State if such a conflict arose. Ms. Rudd noted there were other meeting rooms available at TSLAC as well.

VII. AGENDA ITEM 6 – OTHER BUSINESS

- Ms. Cathy Nelson Hartman said the Portal to Texas History portion of the University of North Texas website had been adding a large amount of state information recently. She noted that all issues of the *Texas Register* from its inception in 1976 were now available through the portal. Also, statutes from the last four legislative sessions are available as well as attorney general opinions.
- Ms. Hartman added that the intention is to keep the information on the portal permanently available, and noted the university is interested in acquiring more content. Ms. Rudd asked if the portal just contained links to where the information can be found on other websites. Ms. Hartman explained that the information is located in the university's own preservation system and links to all the major search engines.
- Mr. Dan Procter noted the portal contains many local historical records that are fascinating to browse. Ms. Hartman agreed there is a large amount of historical content on the site, including many local newspapers dating back to the 1820's. About one million pages of Texas newspapers are included on the site, she said.

- Mr. Procter noted the site serves as the backup for the *Texas Register* issues and open meetings postings included on the Secretary of State's website as well.
- Ms. Hartman expressed the appreciation of the Council for Ms. Rudd's service to the State of Texas. She noted Ms. Rudd has 13 years of service at TSLAC, and has been an active member of the Council since its inception. Ms. Hartman said Ms. Rudd's leadership has had a significant impact on Texas libraries as well as in many other areas. Ms. Hartman presented Ms. Rudd with a card of thanks signed by the members of the Council.
- Mr. Procter thanked Mr. Chris Foster for his many hours of work on the URMC and presented him with a card of thanks signed by the Council as well.

VIII. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 11:50 a.m.

A handwritten signature in black ink that reads "Dan Procter". The signature is written in a cursive style with a large, prominent "D" and "P".

DAN PROCTER, Chair
Records Management Interagency Coordinating Council