

**Records Management
Interagency Coordinating Council**



Biennial Report

2005-2006

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Council Members and Delegates

Chair, Eva Dechene, Records Management Officer
Texas Building and Procurement Commission
representing the Executive Director, Texas Building and Procurement Commission

Dan Procter, Texas Register Director
Office of the Secretary of State
representing the Secretary of State

Peggy Rudd, Director and Librarian
Texas State Library and Archives Commission
representing the Texas State Library and Archives Commission

Brian Rawson, Executive Director
Department of Information Resources
representing the Department of Information Resources

Karen Rabon, Public Information Coordinator
Office of the Attorney General
representing the Attorney General

Teresa Morales, Records Management Officer
Office of the Comptroller of Public Accounts
representing the Comptroller of Public Accounts

Laura Taylor-Woods, Records Management Officer
State Auditor's Office
representing the State Auditor, who serves as a non-voting member

Cathy Hartman, Asst. Dean of Libraries for Digital & Info. Technologies
University of North Texas
Serving as auxiliary voting member

Richard Kautz, Information Resources Manager
Texas Department of Public Safety
Serving as auxiliary voting member

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Records Management Interagency Coordinating Council

Biennial Report 2003-2004

Part I. Background

The Records Management Interagency Coordinating Council (RMICC) was established by Senate Bill 366 of the 74th Legislature. It replaced the State Library and Archives Commission's Records Management and Preservation Advisory Committee, which was abolished by the same act. During the 75th Legislative Session, the RMICC's responsibilities were expanded to implement Senate Bill 897. During the 78th Legislative Session, the RMICC's members were expanded to include one faculty member of a public senior college or university and two executive branch state agency information resource managers.

The Council is composed of the following officers or the officer's designee:

- (A) the Secretary of State;
- (B) the State Auditor, who serves as a nonvoting member;
- (C) the Comptroller of Public Accounts;
- (D) the Attorney General;
- (E) the Director and Librarian, State Library and Archives Commission;
- (F) the Executive Director, Texas Building and Procurement Commission; and
- (G) the Executive Director, Department of Information Resources; and
- (H) auxiliary voting members appointed by the chair of the council with the consent of a majority of the permanent members of the council. The auxiliary voting members are composed of the following:
 - (1) one faculty member of a public senior college or university, as defined by the Education Code, §61.003, who has demonstrated knowledge of records and information management; and
 - (2) two individuals who serve as information resources managers, under the Government Code, §2054.071, for state agencies in the executive branch of government.

The Council is charged to:

- (1) review the activities of each member agency that affect the state's management of records;
- (2) study other records management issues; and
- (3) report its findings and any recommended legislation to the governor and the legislature.
- (4) Monitor compliance of Senate Bill 897 (Sections 1-3 concerning telephone directory blue pages; Section 4 concerning the Electronic Records Research Committee).

Mission Statement:

The RMICC coordinates the management of government records by:

- informing the legislature on records management issues and making recommendations to improve records management processes and accountability;
- facilitating the transition from paper to electronic records; and
- developing consistent records management in state agencies.

Part II. Progress Report

The Records Management Interagency Coordinating Council (RMICC) had no findings or recommendations for the 05-06 biennium.

The RMICC held minimal open meetings with no item actions required other than approval of meeting minutes.

Texas Facilities Commission

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