

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 1, 2022

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 1, 2022, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

April Norris, Chair
Vincent Houston, Vice-Chair
Christi Brisky, Member
Dawn Crane, Member
Craig Kelso, Member
Roy Philips (representing Brandon Harris), Member
Michael Reagor, Member
Linda Reynolds, Member

MEMBERS NOT PRESENT

Jeff Peden, Member

GUESTS

Jenny Alexander, Texas Health and Human Services
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Rebecca Hanna, Texas State Library and Archives Commission
Maryrose Hightower-Coyle, The University of Texas at Austin
Katherine Hoffman, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Elista Street, The University of Texas at Austin
Bonnie Zuber, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Chair April Norris called the meeting to order at 2:05 p.m. Norris welcomed Craig Kelso as the new Council representative for the Texas State Library and Archives Commission (TSLAC).

II. AGENDA ITEM 1 – APPROVAL OF THE DECEMBER 7, 2021 MINUTES

- Norris noted two corrections in Section V of the December 7, 2021, minutes. The first bullet point should read “the second Tuesday in September” instead of the “second Tuesday of December”, she noted. Additionally, Brandon Harris’s last name was misspelled in the second bullet point.

- The minutes to the Council meeting held December 7, 2021, were approved as follows:
 - **MOTION** made by Linda Reynolds, seconded by Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 7, 2021, as corrected.

III. AGENDA ITEM 2 – DISCUSSION OF RMICC BIENNIAL REPORT

- Norris noted the Council agreed to a schedule for drafting the report at the Council’s December meeting. She reminded the Council the report is due in November. Approval of the final draft is scheduled for the Council’s September meeting, with the first draft ready by the June Council meeting, she added.
- At the December meeting, Norris asked the Council to consider content recommendations for this year’s report. Each Council member agency was asked to submit the text for the information about their agency for the report as well, she added. Christi. Brisky noted that her agency is still finalizing the information regarding their agency and will have the information soon.
- The Council discussed adding information regarding the information resources manager and university representative auxiliary members as well, Norris said. Norris will check with those members regarding the information to ensure the information is included in the report.
- Dawn Crane asked about deadlines for changes to information in the report. Norris noted the report may be edited up until the final approval vote is taken, but the intent is to have the report complete before the September meeting and avoid an extra meeting for approval as has happened in previous years.
- Norris directed the Council’s attention to the 2019 - 2020 biennial report, available on the Council website. She noted the different sections of the report, including the executive summary and Council history. The third section of the report includes the Council’s recommendations. Those recommendations usually include recommendations to the legislature, to state agencies, and to TSLAC, she noted.
- Norris asked Kelso if there are requests TSLAC will be making of the legislature this session. Kelso noted that during the last legislative session, TSLAC was given the authority to market the agency’s services. TSLAC is working towards more robust messaging regarding TSLAC’s services and training opportunities, he said.
- Norris asked the Council about continuing to include recommendations in the report in the same manner as past reports. Houston noted he was in favor of continuing with the recommendations. Norris responded that she will work with Kelso regarding TSLAC’s recommendations.
- Norris called the Council’s attention to the recommendations for state agencies in the previous report. In the previous report, some recommendations regarding the COVID-19 pandemic were included. Norris indicated it might be useful to include recommendations regarding the pandemic in this year’s report as well. The pandemic has impacted records management and may have created new

record series, she added. Brisky agreed, noting that in some agencies, records management may never fully go back to paper-only recordkeeping even post-pandemic.

- Norris indicated that information about the role of the data management officer (DMO) in relation to records management could be included in the report. Kelso agreed, noting that the goal is for agencies to move from legacy systems to digital recordkeeping. He noted that in some agencies (including TSLAC), the same person might be both the agency's DMO as well as the records management officer (RMO). Norris agreed that collaboration between roles is important, and should be highlighted in the report.
- Another section in the previous report included recommendations to TSLAC, Norris said. These recommendations have included providing training and collaborating with state agencies, she noted. If Council members have other information for the recommendations section of the report, they should let Norris know, she said.
- Part IV of the previous report highlighted the Council's initiatives and partnerships, such as with the University Records Management Committee (URMC) and the State Agency Coordinating Council Records and Information Subcommittee (SACC-RIM). Norris asked for input about continuing to include this information in the report. Kelso asked if information regarding the Data Management Advisory Committee (DMAC) should be included as well. Brisky noted that the committee is new, and information should be included in the report. Brisky will reach out to Ed Kelly of the Department of Information Resources (DIR) for information to include in the report. Norris will coordinate with TSLAC regarding information about the URMC as well, she said. Jenny Alexander of Texas Health and Human Services indicated she will provide information regarding SACC-RIM for the report as well.
- Norris noted the Council has a statutory responsibility to support the Texas Digital Archive (TDA). At the previous Council meeting, the Council agreed to reach out to the TDA to create a digital archive for RMICC data that will not be migrating to the Council's new website in the future. This collaboration could be highlighted in the biennial report as well, she noted. Mark Myers of TSLAC noted that the Council should speak with Jelain Chubb of TSLAC about such a digital archive. Chubb is the State Archivist, Myers noted.
- Another item discussed at the Council's last meeting was the process for how the Council manages its own records. As the Council is not a state agency, some guidance as to how to manage the Council's records might be useful, Norris noted. There are many other council and committees that are organized in a similar manner to the Council, she said. The Council's meeting minutes are to be permanently retained, but as the Council does not have a "parent" agency there is a question as to who retains those minutes, she noted. Information about this discussion could be included in the report as a request for guidance from TSLAC, she added. Linda Reynolds asked how the membership of the Council is determined. Norris said the membership of the Council is set out in statute. Norris added the Council is included in the TSLAC records

retention schedule. Kelso agreed it would be valuable to add this discussion to the report.

IV. AGENDA ITEM 3 – DISCUSSION OF RMICC STRATEGIC DIRECTIONS FOR THE NEXT BIENNIUM

- Norris said she had no significant updates on the TDA collection for the Council, but she will follow up with Chubb. She will follow up on the discussion of the records retention guidance as well.
- Kelso noted that on the TSLAC records retention schedule, the Council's meeting minutes are classified as permanent and archivable. Megan Carey of TSLAC added that the Council may have been included on the TSLAC records retention schedule in the mid-1990s. Kelso confirmed the Council's records were added to the TSLAC schedule in 1995. Norris asked if this designation would also be appropriate for other similar councils or committees. Alexander noted that SACC was not subject to the same open meetings requirements as the Council. Alexander indicated she would bring up the discussion at the next SACC meeting to see how other agencies are providing for the records management needs of councils or committees.

V. AGENDA ITEM 4 – STATE AND LOCAL GOVERNMENT RECORDS MANAGEMENT OFFICER MEETINGS UPDATE

- Kelso noted that for the first time, local governments will be included in the records management officer meeting. The meeting will be held virtually again this year due to pandemic-related challenges regarding scheduling in-person meeting space. The meeting is always held in April to coincide with Records and Information Management Month, Kelso said.
- The state agency RMO meeting will be held on April 19 and will last approximately two hours, Kelso said. Topics will include records inventories, retention schedule updates, and cost of training. He asked if any Council members had ideas for topics to be addressed at the meeting. He also asked for feedback from anyone who had attended the meetings in the past.
- Norris noted SACC-RIM receives lots of questions about the DMO role and how to develop the relationship between the agency's DMO and RMO.
- The local government RMO meeting will be held April, Kelso noted. If there is enough participation, a second meeting may be held April 21. He asked that anyone with questions or comments about the meetings contact him by email.

VI. AGENDA ITEM 5 – TSLAC RECORDS RETENTION SCHEDULE UPDATE

- Carey noted that TSLAC has been making changes to the university records retention schedule (URRS) for almost a year. TSLAC has reviewed every series on the schedule, and incorporated some requested changes, she said. The draft schedule was sent out to university RMOs

for informal comment, and many of their suggestions have been incorporated. Some of the changes made to the URRS will be made to the state records retentions schedule (RRS) as well, Carey said. Three new series will be added, she said. These series concern copyrighted records, polygraph records, and non-awarded grants. Revisions are being made to other series as well, Carey said. These include updates to fire alarm records and hazardous material records.

- The draft schedules will be published in the March 11, 2022, issue of the *Texas Register*, Carey said. The drafts will be added to the TSLAC website as well, she said. Depending on the amount and substance of the public comment received, Carey anticipates the draft schedules will be presented to TSLAC for approval at the commission's June meeting.
- Norris said the revision to the hazardous materials series was needed. She encouraged the Council members to review the draft schedules and submit comments.
- Carey added that TSLAC analysts will assist agencies that need to update their schedules as a result of the changes to the URRS and RRS.

VII. AGENDA ITEM 6 – TSLAC CUSTOMER SERVICE SURVEY UPDATE

- Joshua Clark of TSLAC said TSLAC conducted a customer service survey by email from January 19 through February 25. He noted the response rate to the survey had declined since 2013, and TSLAC's goal with this survey was to increase the response rate. Some of the decline in response rate could be attributed to the fact that nearly twice as many individuals were asked for feedback for this survey compared to 2013, he added. The survey was promoted through emails to customers, through the TSLAC blog, and through letters sent to agency heads, Clark said. Approximately 4,000 individuals were contacted for the survey, and nearly 800 responses were received for an 18% response rate, Clark said.
- TSLAC is analyzing the responses to the survey. Information on specific business units was requested, Clark said, and most units saw improved customer service scores compared to previous surveys. Clark noted that some business units received higher scores from state government than from local government responders. TSLAC is looking into the reasons for the difference, he added.
- TSLAC received comments from survey respondents, including feedback about specific individuals. TSLAC found these comments helpful, Clark said. Local governments are receiving more services from TSLAC and were asked more questions on the survey this time, Clark added.

VIII. AGENDA ITEM 7 – TEXAS DIGITAL ARCHIVE UPDATE

- Mark Myers of TSLAC updated the Council on recent activities at the TDA.
- Ongoing projects at the TDA include digitization of Texas Department of Transportation real property records. This will be a multi-year project, Myers

said. Digitization of the records from the Lubbock District will be completed soon, he added. Other districts that have been completed include Austin, Houston, El Paso and Odessa.

- Another long-term project is the digitization of Confederate pension records. These records were available under a contract with Ancestry.com previously, but had to be access through Ancestry.com. These records are now being made available through the TDA, Myers said. There are approximately 54,000 records, and about 22,000 have been included in the TDA to date. Other records previously available through Ancestry.com are being made available as well, Myers added.
- The goal for the TDA in the next year is to acquire more records from state agencies, Myers said. Many agencies are transferring information such as meeting minutes to the TDA, but more substantive transfers are being sought, Myers added.
- Myers noted there are new exhibits in the lobby of the Lorenzo de Zavala State Archives and Library Building. The exhibits commemorate the 60th anniversary of the building. Exhibits will include the William B. Travis letter, the Texas Declaration of Independence, and a hand-written draft of the 1836 Texas Constitution. Documents will rotate, and will be on display for short periods of time only due to the fragility of the documents. Digitized copies of these items are available in the TDA as well, Myers noted.
- Other recent additions to the TDA include documents from the Third Court of Appeals. These include trial indexes from 1892 – 1922. The Court of Criminal Appeals Jack Ruby case file is available, Myers noted. More Supreme Court case files are being digitized as well, he added.
- The TDA recently completed a digital preservation compatibility self-assessment through the Council of State Archives as part of the State Electronic Records Initiative (SERI). The assessments are done on an ongoing basis to assess the progress of electronic records programs in individual states. The assessment is lengthy, and allows states to track their progress in the development of a digital archive and to compare their progress to other states. In 2015, all answers from TSLAC to the survey were zero, Myers said. In 2022, Texas ranks as one of the leading states for development of a digital archive. In 2015, Texas had no electronic records in the TDA. There are now approximately 80 terabytes of electronic records in the TDA in 2022, Myers said.
- Norris congratulated Myers on the success of the TDA, and noted the information regarding the TDA’s success could be included in the Council’s biennial report.

**IX. AGENDA ITEM 8 – SACC RECORDS AND INFORMATIN
MANAGEMENT SUBCOMMITTEE UPDATE**

- Alexander noted the subcommittee meets monthly. Virtual meetings have allowed increased participation, she noted. Participants have included

individuals from SACC member agencies as well as guests from universities and local governments, she added.

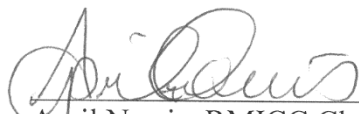
- Recent discussions have included implementation of SB475 from the 87th Legislature. Implementation of SB475 has had mixed results for subcommittee attendees so far, Alexander noted. Some RMOs have already developed positive relationships with their agency's DMO, and some have not yet been able to connect with the DMO, she added.
- Another provision of SB475 includes consent for collection of biometric data. Alexander added that the Texas Department of Transportation representative at the subcommittee is also the agency's privacy officer, and that individual was able to offer a different perspective regarding this subject.
- The subcommittee continues to finalize educational pamphlets for public distribution. Drafts of the pamphlets were presented to the Council previously, Alexander said. The next focus for educational outreach by the subcommittee will be managing records in a hybrid environment, Alexander added.
- The subcommittee will restart their "Records Management Roadshow" soon as well, Alexander said. Prior to the COVID-19 pandemic, the subcommittee regularly visited member agencies for a presentation about that agency's records management program. The subcommittee will begin holding these visits virtually, starting with Texas Health and Human Services in March and the Department of Family and Protective Services in April.
- The subcommittee will present their mid-year report to SACC soon. The subcommittee will present the report to the Council at the Council's June meeting.
- Norris indicated she attended the subcommittee's February meeting as the Council's representative. She noted the discussions about DMOs and consent to collect biometric information were interesting and informative. She added it might be a topic for discussion at a future Council meeting as well. Alexander added that cross-discipline perspectives are valuable.

X. OTHER BUSINESS

- No other business.

XI. PUBLIC COMMENT

- No public comment.
- **MOTION** made by Craig Kelso, seconded by Christi Brisky, and carried unanimously to adjourn the meeting.
- In the absence of any further business, the meeting stood adjourned at 3:17 p.m.



April Norris, RMICC Chair