

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 3, 2020

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 3, 2020, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

April Norris, Vice-Chair
Dawn Crane, Member
Vincent Houston, Member
Jeff Peden, Member
Roy Philips (representing Brandon Harris), Member
Michael Reagor, Member
Linda Reynolds, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Todd Kimbriel, Chair

GUESTS

Jenny Alexander, Texas Health and Human Services
Megan Carey, Texas State Library and Archives Commission
Joslyn Ceasar, Texas State Library and Archives Commission
Jelain Chubb, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Andrew Glass, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Jill S. Ledbetter, Texas Secretary of State
Gloria Meraz, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, Office of the Governor
Anne Poulos, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Vice Chair April Norris called the meeting to order at 2:05 p.m.

II. AGENDA ITEM 1 – APPROVAL OF THE DECEMBER 10, 2019 MINUTES

The minutes to the Council meeting held December 10, 2019 were approved as follows:

MOTION made by Ms. Dawn Crane, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 10, 2019, as presented.

III. AGENDA ITEM 2 – STATE RECORDS CENTER UPDATE

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) updated the Council regarding the State Records Center (SRC). He distributed a timeline for renovations to the location at Promontory Point. The renovations are still on schedule to be completed by January of 2021, he noted. On February 20, 2020, the Texas Facilities Commission (TFC) met and approved the documents needed for the bidding to begin. Needed demolition is scheduled to begin in April, he added. Many of the details such as size and placement of shelving and climate control are already in place, Mr. Kelso said.

IV. AGENDA ITEM 3- RECORDS CENTER AND ARCHIVES STORAGE STUDY

- Mr. Kelso said the Legislature asked TSLAC to conduct a study regarding possible locations for expansion of the SRC. He noted that expansion of the current location on Shoal Creek Boulevard was approximately half the cost of expanding at another location. He added that the cost to acquire land in another location is the largest part of the estimated expense. Cheaper alternatives were available in other cities, he said, but moving to another city would negatively impact daily operations.
- As part of the legislative appropriations request (LAR) process, TSLAC will once again ask for funding to expand the current site at Shoal Creek. The need for additional space continues to increase, he noted, with about 3,500 boxes coming in and approximately 1,000 boxes being removed per month. At that rate, the SRC will be full in July or August, Mr. Kelso said.
- Mr. Kelso noted that TSLAC surveyed several state agencies to find out how much of their records are in electronic format and how much are in paper format. Several agencies noted that 75 percent of their records are in electronic format. Even though only 25 percent of records are still in paper, those records will still need to be maintained for approximately the next 20 to 25 years, Mr. Kelso said. As part of the LAR process, TSLAC will point out how they educate agencies regarding electronic storage of records through a variety of outreach programs including the annual e-Records Conference.
- TSLAC is working with the agencies who store the most records with the SRC in order to get a holistic understanding of their records retention needs and practices. Having this information will allow TSLAC to present the most complete picture of records storage needs for both electronic and physical records to the legislature. TSLAC also works with the Department of

Information Resources (DIR) to obtain information from the digital storage study as well, he noted.

- Mr. Kelso noted it would be helpful to have some of the executive directors or records management officers (RMOs) from the agencies who store the most records at the SRC give testimony to the legislature regarding the need for expansion and additional funding for the SRC.
- Mr. Philips asked if some of the records currently housed at the SRC should be transferred to archival storage. Mr. Kelso noted that approximately 30,000 – 40,000 boxes at the SRC currently should be transferred, but the archival storage area is full as well.
- Mr. Smith noted that TSLAC is noticing that legislators assume that agencies are keeping a large percentage of their records in paper format when they should be digitizing those records. He noted the legislators don't understand that paper records are really a very small percentage of the overall total of records being stored. He added that if the legislature really wants all records to be stored digitally and not in paper, that solution and has a cost associated with it that will need to be funded.
- Ms. Norris suggested a use case presenting the move from paper to digital records might be presented to better inform the legislators. Mr. Smith noted that most individuals outside of the records management community do not understand the complexities involved in complete digitization of records.
- Mr. Kelso asked the Council for assistance regarding what agencies would be good case studies to showcase. He noted he knows of one agency that has tried twice to completely digitize their records and has not been able to complete the project either time.
- Mr. Mark Myers of TSLAC noted it is not just digitization of records that is important. The long-term storage is also a factor, and long-term storage and access to digital records is more complex than storage and access to paper records.
- Ms. Gloria Meraz of TSLAC added that while TSLAC is the agency asking for the funding, all agencies are affected by the request. TSLAC is not asking for additional funding strictly for their own self-interest. All agencies have storage needs for their records, whether digital or paper.
- Mr. Kelso noted TSLAC will reach out during the state RMO meeting in April to solicit more information on agency needs and case studies. Mr. Peden noted the Information Resources Deployment Review (IRDR) conducted by DIR is also a good source of information.
- Mr. Peden said his agency is aware of a company in California that has a robotic machine that removes staples and paper clips, scans, and then shreds paper records. However, the machine is only available in California. His agency is working with DIR to see if a similar machine might be available for use by Texas agencies. Such a machine would speed up the process of digitizing records considerably. He noted there is a pent-up demand for this kind of solution.

V. **AGENDA ITEM 4- TRANSFER OF LEGISLATIVE RECORDS FROM ARCHIVES TO LEGISLATIVE REFERENCE LIBRARY**

- Ms. Chubb updated the Council on the transfer of legislative records from TSLAC to the Legislative Reference Library (LRL). During the 86th Legislative Session, HB1962 and HB4181 had provisions regarding the custody of and access to legislative records. The Legislative Reference Library is now the legal custodian of all legislative records effective September 1, 2019, Ms. Chubb noted. She added that those records have been in the custody of the state archives for more than 100 years.
- In addition to legal custody of the records, LRL has requested physical transfer of the records. Physical transfer of the records began on November 12, 2019. Approximately 68% of the records have been transferred so far, and the transfer should be complete in mid-April, she said. In total, TSLAC housed about 13,000 cubic feet of records that need to be transferred, she said.
- Ms. Chubb noted the transfer is labor-intensive. A manifest for each box is prepared, and the physical records are reviewed and checked against the manifest by both TSLAC and LRL at the time of transfer, she said. TSLAC is also transferring its digital finding aids for the records.
- Ms. Norris asked if access to the records will be affected by the transfer. Ms. Chubb noted that she has had no reports of members of the public being unable to access the records. She added that TSLAC notified researchers of the impending transfer, and new requests received for access are directed to the LRL for assistance.
- Ms. Chubb noted that HB4181 closed a significant amount of legislative records that were open to the public in the past. That closure affects records held by other research institutions in the state as well as TSLAC, she added. Ms. Reynolds noted that legislative records held by her institution were donated as a gift to the institution by individual legislators and remain open at this time. Ms. Reynolds noted her institution has not yet received direction from LRL regarding transfer of or access to the records held at her institution.

VI. **AGENDA ITEM 5 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mr. Myers updated the Council regarding ongoing projects at the Texas Digital Archive (TDA).
- Mr. Myers noted the TDA continues to work with the Texas Department of Transportation (TXDOT) to digitize TXDOT's real property records and transfer the digital copies into the TDA. This will be a multi-year project, he added. The Austin district records have been completed and the Houston district is being digitized at this time. About 1TB of digital images of the records is being created each month, Mr. Myers noted.
- Additionally, the TDA continues to add digital publications from state agencies. Currently, agency strategic plans and operating budgets are being included, he said.

- Another ongoing project is the digitization of 16mm film already held by TSLAC. TXDOT highway department films are being digitized, as well as films from the Governor Price Daniels collection. One 30-minute film produces about 30,000 individual tiff images, Mr. Myers noted. For the preservation copy of the film, each frame of the film becomes a separate image when digitized.
- Recently, the TDA started digitizing letterpress books from early governors. These include information from pre-Civil War administrations. As a result of these additions to the TDA, the TDA now includes information from several other governors in addition to the Rick Perry collection.
- Other items being added to the TDA include the oversize architectural drawings of the Capitol building. These will be included in a future special collection in the TDA, Mr. Myers noted.
- Work continues on information included in Governor Perry's correspondence tracking system, Mr. Myers said. The interface for the system is fragile and TDA staff is working on ways to export the data from the database and preserve it. Research on exporting data from this system is helpful for preserving information in other older databases as well, he noted. Metadata from photographs in the Perry records is being extracted as well, Mr. Myers added.
- Ms. Reynolds asked if the 16mm files were being digitized in-house. Mr. Myers confirmed the work was being done in-house. Other digitization is sent out to a vendor as appropriate. He noted that some of the film that has been digitized is now publicly available. Previously, the film was not available because of its fragile state. Videotapes will be digitized as well, as soon as appropriate equipment for playback is obtained.

VII. AGENDA ITEM 6 – UNIVERSITY RECORDS MANAGEMENT COMMITTEE UPDATE

- Ms. Jill S. Ledbetter of the Secretary of State (SOS) noted that recent email communication with Mr. Jerry Sorrells, the chair of the University Records Management Committee (URMC) had bounced back as undeliverable. Due to this situation, a new chair for the URMC is needed.
- Ms. Megan Carey of TSLAC said TSLAC analysts have had several suggestions for a possible chair for the URMC, but no one has been approached to fill the vacancy yet. Ms. Norris noted the URMC has done valuable work in the past, and the vacancy needs to be filled so the committee's work can continue. Ms. Reynolds asked if the position needed to be filled by an RMO. She noted that some universities do not have an RMO, but other individuals do the work of an RMO.

VIII. AGENDA ITEM 7 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Jenny Alexander of Texas Health and Human Service (HHS) updated the Council on the State Agency Coordinating Committee (SACC) Records Management Subcommittee. She noted the subcommittee’s December meeting was held as a social hour, and members were encouraged to bring other staff members to the meeting to encourage participation and networking.
- The subcommittee is reviewing their vision and mission statements. The statements were originally written in 2016, she noted. Another project is the development of a checklist for records management training. The checklist could be distributed to all agencies for use as a guideline when training staff, Ms. Alexander said.
- At their February meeting, the subcommittee invited staff from the SACC Legal Affairs Subcommittee and from the Office of the Attorney General to discuss SB944 from the 86th Legislative Session. SB944 concerns records retention on personal devices that are used for agency communications. Ms. Alexander noted that the meeting also included a broader discussion of instant messaging, text messaging, and other forms of communication that impact records retention for agencies.
- For the subcommittee’s March meeting, they have invited staff from the SACC Training and Development Subcommittee as well as DIR to discuss new requirements for cybersecurity training and how agencies are implementing that training.
- In April, the subcommittee will go back to rotating their meeting location among the members. The subcommittee calls this their “Road Show”. The host agency for each meeting will give a presentation on their records management program, she noted. The subcommittee has done this before and it was well-received, she noted.
- The subcommittee will update the Council on plans for the upcoming year as well as the legislative session at the June Council meeting, she noted.
- Additionally, SACC may be developing a Public Information Subcommittee, Ms. Alexander said. She noted that agencies may receive communication about the new subcommittee and asking for participation.
- Mr. Smith asked what topics were covered during Road Show meetings. Ms. Alexander noted that it depends on the agency that is hosting the meeting. Past meetings have included software demos, website tracking system demos, and discussions of best practices. She noted it is helpful to hear what has worked for other agencies and what has not, as many agencies face the same challenges.
- Ms. Norris noted the discussions at the February meeting were particularly informative. Ms. Alexander said that one agency at the meeting shared their employee separation form, which includes a certification from the employee that records have been appropriately removed from personal devices and returned to the agency. Another agency shared their text message policy as well.

IX. AGENDA ITEM 8 – UPDATE ON URRS ADOPTION AS ADMINISTRATIVE RULE

- Ms. Carey updated the Council on the adoption of the university records retention schedule (URRS). She noted the schedule had been adopted as an administrative rule in the *Texas Administrative Code* effective December 10. Universities undergoing recertification of their retention schedule are now sent a link to the URRS, she noted. Ms. Norris asked if the URRS applied to both universities and junior colleges. Ms. Carey noted it does not apply to junior colleges, but the information in the URRS is still useful for junior colleges. The next time the local government schedule is updated, information for junior colleges in the schedule will be updated as well, she added.

X. AGENDA ITEM 9 – UPDATE ON RRS UNDERGOING REVISION

- Mr. Carey noted the proposed changes to the records retention schedule (RRS) have been published in the *Texas Register* and the public comment period for the proposed changes is open. TSLAC also reached out to stakeholders for informal comments before publishing the proposed rulemaking, she noted. The public comment period closes March 15. Adoption of the proposed changes will more than likely be discussed at the April TSLAC meeting, Mr. Smith noted.
- One of the largest proposed changes to the schedule is increasing the retention period for financial records by two additional years. This change has received several comments, she noted.
- Ms. Norris encouraged Council members to provide comments regarding the proposed changes if they have not already done so.

XI. AGENDA ITEM 10 – UPDATE ON IMPLEMENTATION OF HB402 - UELMA

- Ms. Ledbetter updated the Council on the implementation of HB402 from the 86th Legislative Session. HB402 concerns the implementation of the Uniform Electronic Legal Materials Act (UELMA) in Texas.
- Ms. Ledbetter noted that HB402 charges the Texas Legislative Council with the authentication, preservation and public access of the Texas Constitution. SOS is charged with the same items for legislative bills and the *Texas Administrative Code*.
- A workgroup was formed to implement the bill. The workgroup consists of Ms. Ledbetter, Ms. Chubb, Ms. Alisa Holihan and Ms. Barbara Bintliff. Ms. Holihan is a reference librarian at the University of Texas Tarlton Law Library. Ms. Bintliff is the director of the Tarlton Law Library and the Jamail Center for Legal Research at the University of Texas School of Law.
- The workgroup has met twice. HB402 requires TSLAC to present a report to the legislature outlining implementation of UELMA by September 1, 2020. A draft report has been written by Ms. Holihan and is being reviewed by the

workgroup, Ms. Ledbetter noted. The workgroup meets again on Friday, Ms. Ledbetter said.

- Ms. Ledbetter noted that some of the requirements needed for implementation of UELMA are already in place. For instance, SOS already makes the legislative bills and *Texas Administrative Code* available to the public online, and both items are preserved both electronically and in print as well, she said. The most difficult part of UELMA to implement is the requirement that the documents be authenticated, she noted. Although SOS does not believe either the online version of the legislative bills or the online Texas Administrative Code database is subject to HB402 as the bill is written, SOS is still pursuing options to authenticate both items, she noted.

XII. AGENDA ITEM 11 – DISCUSSION OF RMICC WEBSITE AND AGENDA ITEM 12 – DISCUSSION OF RMICC BIENNIAL REPORT

- Ms. Norris noted that volunteers were needed to draft the Council’s biennial report. She noted that she would be willing to coordinate drafting the biennial report, but if she does so, she will not be able to coordinate the project to update the Council’s website as well. Ms. Norris asked for volunteers to take over the website project or the biennial report. Ms. Crane volunteered to take the lead on the website project, and Mr. Peden offered his assistance for that project as well. Mr. Smith offered his assistance with both projects as well.

XIII. OTHER BUSINESS

- Mr. Kelso introduced Ms. Anne Poulos. Ms. Poulos is a new analyst at TSLAC.

XV. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:15 p.m.

DocuSigned by:
April Norris
AP359786352742A
April Norris, RMICC Acting Chair