

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**March 5, 2019**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 5, 2019, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Todd Kimbriel, Chair  
April Norris, Vice-Chair  
Dawn Crane (representing Stephen Quick), Member  
Vincent Houston, Member  
Gloria Meraz (representing Mark Smith), Member  
Jeff Peden, Member  
Michael Reagor, Member

**MEMBERS NOT PRESENT**

Hope Morgan, Member  
Ciaran Trace, Member

**GUESTS**

Jenny Alexander, Texas Health and Human Services  
Joshua Clark, Texas State Library and Archives Commission  
Jenn Coast, The University of Texas at Austin  
Andrew Glass, Texas State Library and Archives Commission  
Sarah Hendricks, Texas Department of Public Safety  
Priscilla Hernandez, The University of Texas at Austin  
Maryrose Hightower-Coyle, The University of Texas at Austin  
Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Mark Myers, Texas State Library and Archives Commission  
Angela Ossar, Office of the Governor

**I. CALL TO ORDER**

A quorum being present, Chair Todd Kimbriel called the meeting to order at 2 p.m.

**II. APPROVAL OF THE DECEMBER 4, 2018 MINUTES**

The minutes to the Council meeting held December 4, 2018 were approved as follows:

**MOTION** made by Mr. Michael Reagor, seconded by Ms. Gloria Meraz, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 4, 2018, as presented.

**III. AGENDA ITEM 2 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mr. Mark Myers of the Texas State Library and Archives Commission (TSLAC) updated the Council on recent activity at the Texas Digital Archive (TDA).
- Currently, there are approximately 51 terabytes of data included in the Texas Digital Archive, Mr. Myers noted. Some data overlaps, he said. Recent additions to the archive include data about the TSLAC artifacts collection, which includes the three-dimensional objects held by TSLAC. Digital pictures and associated metadata for the collection are included in the archive, making the collection publicly searchable, Mr. Myers said.
- A multi-year project to digitize Supreme Court records is underway, Mr. Myers said. The M series case files are being digitized first. These case files date from 1840 – 1892. There are about 15,000 case files in the M series, and about 1,000 have been digitized so far, Mr. Myers said. The addition of the Supreme Court files means that all three branches of government are now included in the archive, Mr. Myers said. Records from the Court of Criminal Appeals will be included soon as well. The only information from the Court of Criminal Appeals currently included in the archive is the Jack Ruby case file, Mr. Myers noted.
- Legislative records from three representatives – Sylvester Turner, Warren Chisum and John Lujan – have been included in the archives, Mr. Myers noted. Records from six more representatives and four senators will be included soon, he said. More legislative records were received from the 85<sup>th</sup> session than from prior sessions, Mr. Myers added.
- Mr. Kimbriel asked about the process of receiving records from legislators. Mr. Myers noted that TSLAC holds training at the beginning of each session to introduce legislators to TSLAC records management staff and services. Ms. Meraz added that legislators will contact TSLAC through the House or Senate records management officer. Mr. Myers noted the archive received 89 gigabytes of information from Speaker Joe Strauss in addition to paper records as well.
- Records have been received from the Texas Parks and Wildlife Department (TPWD). These records are oral histories collected by TPWD staff from Civilian Conservation Corps members who helped build state parks in the 1930's and 1940's. The oral histories were collected on video in the 1980's, Mr. Myers said.
- A long-term project has begun with the Texas Department of Transportation (TxDOT). Real property records from the TxDOT Real Property Division are being digitized. This will be a multi-year project, Mr. Myers added.
- Other information recently added to the archive includes some of the TSLAC manuscript collection as well as records from the Republic of Texas era post

office papers. This adds to the sizeable number of Republic-era records already included in the archive, Mr. Myers said. The Republic era information will eventually become a special collection, he added.

- Upcoming projects include digitization of fragile 16mm films from the Department of Public Safety, the Texas Highway Department and Governor Price Daniels. He added that one film is about 88,000 images. House and Senate recordings on cassette tape are being digitized as well.
- Mr. Kimbriel asked about a strategic plan for acquisition of records into the archive. Mr. Myers noted that until 2015, electronic records were not accepted. Mr. Myers said they are actively seeking records from some agencies, and some agencies are approaching the TDA directly. Several agencies are in the process of updating their retention schedules and that has prompted them to inquire about the TDA, he noted. Permanent, archival records are the records being sought, he added. Only archival records are stored at the TDA. Ms. Meraz noted that a strategic plan for the archive will be a part of the TSLAC Sunset process. Mr. Kimbriel noted a strategic plan would help ensure the TDA receives the records it deems most important. Additionally, he noted creation of such a plan would allow for Council support.

#### **IV. AGENDA ITEM 3 –UPDATE ON TSLAC’S UNIVERSITY RECORDS RETENTIONS SCHEDULE**

- Ms. Sarah Jacobson of TSLAC updated the Council on the university records retention schedule project. The draft schedule was completed in 2016 and issued to universities as guidance. The updated draft schedule will be presented to TSLAC at the Commission’s April meeting for approval. After approval, administrative rulemaking will be initiated and should be complete by September, Ms. Jacobson noted.
- Mr. Kimbriel asked about upcoming revisions to the schedule. Ms. Jacobson noted that state contracting rules have changed since the draft schedule was completed, which required the schedule to be updated. No major updates to the schedule are planned for the next one to two years, she said. As the draft schedule has been circulated to universities for some time, more than likely there will not be a large number of public comments received during the public comment period for the rulemaking, she added.

#### **V. AGENDA ITEM 4 – UPDATE ON TSLAC’S PROJECT TO UPDATE STATE RECORDS RETENTION SCHEDULE**

- Ms. Jacobson updated the Council on the planned update to the state records retention schedule. This is the general schedule that all state agencies use to create their own individualized schedules, she said. The schedule was last updated in 2007.
- As part of the TSLAC Sunset process, TSLAC has been tasked with updating the schedule by April of 2020. A workgroup will be meeting

over the summer to update the schedule, she said. Many changes identified by the university records retentions schedule workgroup also apply to the general state schedule as well. She noted that the TSLAC TexLinx system allows multiple schedules in the system to be searched for commonalities, which is helpful.

- Mr. Kimbriel asked if assistance was needed from the Council for the project. Ms. Jacobson noted that a workgroup will be formed from agency records management officers. Updates will be made to the Council, and comments will be submitted from records management officers as well as the process progresses, she said.
- Ms. Norris noted that it would be helpful to have guidance regarding the Centralized Accounting and Payroll/Personnel System (CAPPS) included in the schedule. Ms. Jacobson noted that TSLAC receives many questions about CAPPS.

#### **VI. AGENDA ITEM 5 – STATE RECORDS CENTER EXPANSION UPDATE**

- Mr. Craig Kelso of TSLAC updated the Council about the expansion of the state records center. Mr. Kelso noted that expansion of the center was included as exceptional item requests in the TSLAC Legislative Appropriations Request for FY 2020-2021. The requests include renovating part of a new state-owned facility as well as expanding the current state records center on Shoal Creek Boulevard. An additional 60,000 square feet would be added to the Shoal Creek site, he noted. HB4 includes both properties, and is scheduled for a hearing on March 7, Mr. Kelso noted.
- Mr. Kelso said TSLAC had received questions about the planned expansion from legislators during budget hearings as well. Ms. Meraz noted that Senator Jane Nelson had inquired about the cost of digitizing records.

#### **VII. AGENDA ITEM 6 – UPDATE ON HB1784: INFORMATION GOVERNANCE & CHIEF DATA OFFICERS POSITIONS/MANDATORY RECORDS MANAGEMENT TRAINING**

- Mr. Kelso noted HB1784 is a result of the HB8 cybersecurity study from the 85<sup>th</sup> Legislature. The study recommended the creation of an information governance position. The position will be added as an additional position at TSLAC, he noted.
- Mr. Kelso noted the new position will be able to help agencies with more than just records retention schedule questions. The new position might address items such as the development of policies and procedures. Currently, TSLAC has 8 analysts to assist 153 state agencies as well as local governments. Information governance is a more holistic approach to management of both physical and electronic records within an organization, Mr. Kelso added. The new information governance position will more than likely interact with the Council on a regular basis as well, Mr. Kelso noted.

- Another item in HB1784 focuses on mandatory records management training, Mr. Kelso said. At a recent meeting of the State Agency Coordinating Committee (SACC) Records Management Subcommittee, Mr. Kelso noted there was strong support for such training being statutorily mandated.

**VIII. AGENDA ITEM 7 – UPDATE ON HB1962: TSLAC SUNSET LEGISLATION**

- Mr. Meraz noted HB1962, the TSLAC Sunset bill, has been referred to the House Culture, Recreation and Tourism Committee and is set for a hearing on March 12. There are some minor revisions that need to be made, she noted, but those should be taken care of quickly.

**IX. AGENDA ITEM 8 – DISCUSSION AND POSSIBLE ACTION ON OPEN COUNCIL POSITION**

- Mr. Kimbriel noted that Ms. Ciaran Trace is no longer able to serve as a member of the Council due to a change in her workload and schedule. Ms. Trace was filling the seat to be held by a faculty member of a senior public college or university who has records management experience.
- Mr. Kimbriel asked the Council for candidates to fill the vacancy. Ms. Norris asked if the candidate needed to be a permanent faculty member, or could an adjunct faculty member be considered. Mr. Kimbriel noted it could be an adjunct member.
- Mr. Kimbriel said he will reach out to the Information Technology Council of Higher Education (ITCHE) for possible candidates. ITCHE meets quarterly, he noted.
- Ms. Dawn Crane asked if Ms. Trace would be able to recommend a candidate. Mr. Kimbriel said Ms. Trace indicated she would consider a recommendation but has not recommended a candidate at this time.
- Mr. Kimbriel noted that Ms. Hope Morgan is currently filling one of two Council seats to be filled by an information resources manager (IRM) from state agencies in the executive branch. As Ms. Morgan is no longer an IRM, she is no longer eligible to fill the seat. He added that Mr. Jeff Peden fills the other IRM seat. Ms. Norris highlighted Ms. Morgan’s long tenure on the Council, and noted her service should be recognized by the Council.
- Mr. Kimbriel will reach out to Ms. Joy Hall Bryant regarding possible candidates, as she is the IRM coordinator for the Department of Information Resources. Mr. Kelso noted e-Records conference registrations include information about which attendees are IRMs as well.

**X. OTHER BUSINESS**

- Ms. Jenny Alexander of Texas Health and Human Services updated on the Council on the SACC Records Management Subcommittee.

- The subcommittee meets monthly and has been doing so for nearly three years, she said.
- The latest meeting focused on a recap of the subcommittee's presentation at the 2018 e-Records Conference. For future presentations, the subcommittee may partner with other SACC subcommittees to give a joint presentation, she noted.
- As the subcommittee is nearly three years old, they will look at possible updates to the subcommittee's mission and vision statement. Additionally, the subcommittee will begin preparing an annual plan to present to SACC that will include plans for the next fiscal year as well as updates on items from the prior fiscal year.
- Legislation, including HB1784, has been a topic of interest for the subcommittee as well. All SACC subcommittees will give a legislative update at the next SACC meeting. Ms. Alexander will share the Records Management Subcommittee's report with the Council as well as the next Council meeting.
- Ms. Alexander noted Ms. Morris has been attending the subcommittee meetings as the Council's representative.
- Mr. Joshua Clark of TSLAC updated the Council on the 86<sup>th</sup> Legislative Session, including the following bills:
  - HB1962 – TSLAC Sunset bill
  - HB4 – concerning records center expansion (originally included in HB1650)
  - HB313/SB838 – will affect some state agencies but not all. Will require open meetings to be streamed live, posted on the agency website within seven days of the meeting, and retained on the agency website for two years. It allows agencies to broadcast meetings from other state buildings that have the required technological resources. It allows agencies to hire a vendor through the competitive bidding process to assist with streaming, capturing and archive the meetings.
  - HB1784 – highlights the intersection of records management and information governance. DIR and TSLAC will work together to encourage agencies to move information to the TDA and/or the Texas Open Data Portal as appropriate.
  - HB2110 – requires state agencies to create a dashboard to allow access to raw data from customer satisfaction surveys by the Budget and Policy Division of the Governor's Office as well as the Legislative Budget Board.
  - HB2476 – the “report of reports”. State agencies are encouraged to experiment with different ways to transmit and receive documents. Electronic transmission through the Texas Open Data Portal will be mandated for required reports. Results of data transmission and reception experiments will be reported to

the Legislature through each agency's Legislative Appropriations Request.

- SB127 – concerning contracting. Contract solicitations created electronically must be retained electronically. A checklist for contracts must be completed and compliance must be certified. SB20 potentially conflicts with SB127 for time requirements.
- SB819 – rebrands the statewide data coordinator as the chief data officer. Encourages state agencies to publish data in the Texas Open Data Portal, and requires DIR to publish a digital transformation guide for converting paper documents to electronic data.

**XI. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 2:55 p.m.

  
\_\_\_\_\_  
Todd Kimbriel, RMICC Chair