

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**March 6, 2018**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 6, 2018, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Margaret Hermesmeier, Chair  
Todd Kimbriel, Vice-Chair  
Vincent Houston, Member  
Stephen Quick, Member  
Michael Reagor, Member  
Mark Smith, Member

**MEMBERS NOT PRESENT**

Hope Morgan, Member

**GUESTS**

Megan Carey, Texas State Library and Archives Commission  
Gina Cervantes, Texas State Library and Archives Commission  
Joshua Clark, Texas State Library and Archives Commission  
Andrew Glass, Texas State Library and Archives Commission  
Sarah Hendricks, Texas Department of Public Safety  
Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Jill Ledbetter, Office of the Texas Secretary of State  
Mark Myers, Texas State Library and Archives Commission  
Angela Ossar, Office of the Governor  
Nanette Pfiester, Texas State Library and Archives Commission  
Jenny Singer, Texas Health and Human Services Commission  
Bonnie Zuber, Texas State Library and Archives Commission

**I. CALL TO ORDER**

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 2:03 p.m.

**II. APPROVAL OF THE DECEMBER 5, 2017 MINUTES**

The minutes to the Council meeting held December 5, 2017 were approved as follows:

**MOTION** made by Mr. Stephen Quick, seconded by Mr. Mark Smith, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 5, 2017, as presented.

**III. AGENDA ITEM 2 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE**

- Ms. Sarah Hendricks of the Texas Department of Public Safety (DPS) directed the Council’s attention to a handout for the State Agency Coordinating Committee (SACC) Records Management Subcommittee. The handout is from a presentation made to the full SACC membership in February. Ms. Hendricks noted the presentation was well received, and many questions were asked during the presentation.
- Ms. Hendricks indicated the subcommittee has the full support of SACC for records management initiatives. The subcommittee will draft a letter to bring to the next SACC meeting. The letter will be sent to the Legislature outlining records management needs and concerns, she said.
- Ms. Hendricks asked if the Council would be willing to support the letter to the Legislature as well. SACC will review the draft letter and make suggestions, and the draft letter could be available to the Council at the Council’s June meeting. Ms. Hermesmeier noted that discussion and possible approval of the draft letter could be included in an agenda item at the June meeting.
- Mr. Todd Kimbriel noted the Council has approved letters of this type in the past. If the letter is sent on behalf of the Council, SACC, and the Texas State Library and Archives Commission (TSLAC) it might be more impactful, he noted. Mr. Smith and Ms. Hendricks agreed.
- Ms. Hendricks asked that any requests for specific language in the letter be forwarded to her attention.

**IV. AGENDA ITEM 3 –ELECTRONIC RECORDS REVIEW PANEL UPDATE**

- Mr. Mark Myers of TSLAC updated the Council on recent activities of the Electronic Records Review Panel (ERRP). He noted many of the members of the panel are members of Texas Enterprise Information Managers (TEIM) as well.
- Mr. Ed Kelly, the Statewide Data Coordinator for the Department of Information Resources (DIR) has been spearheading efforts for a statewide data portal, Mr. Myers noted. The portal is being populated, he said. Mr. Kimbriel noted Capitol Metro is now including bus route updates in the portal. Bus information is updated approximately every 30 seconds, he said.
- EERP will continue to be the “eyes and ears” of the Council on initiatives such as the statewide data portal, Mr. Myers said. Mr. Myers noted ERRP can be the conduit between the Council and other groups such as TEIM. The

Council might consider placing a formal representative on TEIM as well, he said. Ms. Hermesmeier noted the Council might have ideas to offer TEIM. ERRP can help the Council keep aware of initiatives like TEIM, she noted.

- Ms. Hermesmeier said she attends the TEIM meetings as a representative of the Office of the Attorney General (OAG). She noted the Council might appoint a formal representative to TEIM. Mr. Kimbriel agreed.
- Mr. Kimbriel noted Ms. Christy Brisky of DIR is a new member of ERRP.

**V. AGENDA ITEM 4 – UPDATE ON THE TEXAS DIGITAL ARCHIVE**

- Mr. Myers updated the Council regarding the Texas Digital Archive (TDA). He noted the viewers and interface of the TDA underwent a large scale update in the fall of 2017. The site is more mobile-aware as a result of the update, he noted. Over half of the users of the TDA are accessing the site on a device, he said.
- New collections recently added to the TDA include photos of the three-dimensional artifacts TSLAC has in its collection. Many Supreme Court cases are being included in the archive as well, he added. Once these case files are added, the TDA will include information from all branches of Texas government, he noted.
- Some 16mm film from several agencies is being digitized as well. The film is deteriorating, making digitization necessary to preserve the images.
- Data transfers are continuing from several state agencies, and legacy media is being converted, he noted. Records from several legislators are being processed as well. State publications such as strategic plans are being included as well.

**VI. AGENDA ITEM 5 – UPDATE ON THE STATUS OF STATE RECORDS CENTER STORAGE CONTRACT AND STATE RECORDS CENTER**

- Mr. Craig Kelso of TSLAC updated the Council on the state records center storage contract. Mr. Kelso noted the latest renewal of records storage contracts with third party vendors did not include a large vendor from previous contracts. The change required TSLAC to find storage solutions for the records previously stored by the vendor.
- TSLAC reached out to agencies with stored records that are past their retention period. Due to this outreach, TSLAC has destroyed approximately 5,000 boxes of records and will destroy approximately 10,000 more. The non-renewal of the vendor's contract resulted in a need for space for approximately 235,000 boxes, he noted. Two other vendors (one in Austin and one in Dallas) are on the current contract, Mr. Kelso said.
- TSLAC is considering other options for additional storage space, including expansion of existing storage space and leasing additional space, Mr. Kelso said. Mr. Smith noted TSLAC has been aware of the need for additional storage space for some time, but the non-renewal of the vendor contract has

made additional space a higher priority. He indicated TSLAC will continue to discuss solutions with the Legislative Budget Board (LBB), and will ask for additional funding during the next legislative session.

- Ms. Hermesmeyer asked for input about how the Council might support TSLAC's initiatives regarding additional storage space. She noted the Council's biennial report might be an appropriate place to include support. She added the Council might provide information regarding appropriate disposition of records after their retention period as well, as appropriate disposition would free up needed storage space. Mr. Smith noted that agencies may have opportunities to communicate the impact of the need for more storage space to legislators during the upcoming legislative session as well. Mr. Kelso added that storing records at the state records center enhances records management efficiency and retention schedule compliance.

#### **VII. AGENDA ITEM 6 – UPDATE ON TSLAC SUNSET COMMISSION PROCESS**

- Mr. Smith updated the Council on the TSLAC sunset review process. He noted TSLAC is up for sunset review in 2019, and will be meeting with Texas Sunset Advisory Commission staff throughout the month of March. In April, the Texas Sunset Advisory Commission will begin outreach efforts to TSLAC stakeholder groups, he added. He noted that outreach might include the Council's member agencies or Council members directly.
- Mr. Smith noted several items were included in TSLAC's self-evaluation, including the idea of a maximum retention period, as well as training and support for records management officers. The need for additional storage space has become a more pressing concern since the self-evaluation was written, he noted.

#### **VIII. AGENDA ITEM 7 – e-RECORDS 2018 CONFERENCE UPDATE**

- Planning for the 2018 e-Records Conference is already underway, Ms. Nanette Pfiester of TSLAC noted. The conference will be held on November 16, 2018. A call for presentations will be issued shortly, but ideas for presentations can be submitted before the call, she said.

#### **IX. AGENDA ITEM 8 – UPDATE ON REQUIRED REPORTS PROJECT**

- Research is being completed for the required reports project, Ms. Pfiester said. Recipient agencies will receive a list of their reports in March, she said. In the past, these lists were not distributed until May or June, she noted. The earlier distribution should give agencies more time to respond before end of the fiscal year duties might interfere, she said. The report is due to the LBB by mid-November to facilitate planning for the next legislative session, Ms. Pfiester said. She noted there are more than 1,100 reports included in the project.

**X. AGENDA ITEM 9 – UPDATE ON DIR’S IRDR INCLUDING QUESTIONS FOR HB8 DIGITAL DATA STORAGE STUDY AND SERR COMPLIANCE**

- HB8 from the 85<sup>th</sup> Legislative Session required a digital data storage study, Ms. Pfiester noted. TSLAC and DIR worked together to include questions for the study in the Information Resources Deployment Review (IRDR) that was distributed in January. Responses to the IRDR are due by March 31, she said. A report is due to the legislature in December regarding the study, she said.

**XI. AGENDA ITEM 10 – STATUS REPORT, DISCUSSION AND APPROPRIATE ACTION REGARDING RECORDS MANAGEMENT OFFICE (RMO) SURVEY**

- Ms. Pfiester noted the survey is intended to answer several questions, including where records management officers fit in agency’s organizational charts as well as the general maturity level of records management programs in individual agencies.
- Ms. Pfiester said the survey could provide information on subjects such as job classifications and needed statutory changes as well. She noted the information sought in the study parallels one of the Council’s strategic directions for the current biennium.
- Questions for the study were drawn from a variety of sources, Ms. Pfiester said. The sources included a Council survey done in 2003 as well as the IRDR. Some of the questions focused on information security officers and programs, she said.
- Ms. Pfiester asked for feedback from the Council regarding the survey. TSLAC will distribute the survey and will ask both the Council as well as SACC to be co-sponsors, she noted. Ms. Hermesmeyer noted the survey will be distributed before the Council’s next meeting. She added the survey does allow respondents to skip questions. Ms. Pfiester noted the surveys are anonymous unless the respondent includes identifying information in the comments section. She added the survey should take six minutes or less to complete.
- Mr. Kimbriel noted the survey questions were relevant and the survey itself is not burdensome. Ms. Hermesmeyer asked what the Council could expect if the Council is a co-sponsor of the survey. Ms. Pfiester said the Council would be noted as a co-sponsor when the survey is distributed, and that the Council would receive the results of the survey. Ms. Pfiester noted SACC has been approached regarding sponsoring the survey as well.
- The survey will be released April 10 and will be open to respondents for three to four weeks, Ms. Pfiester said. Results from the survey would be provided to the Council at the Council’s June meeting.
- **MOTION** made by Mr. Todd Kimbriel, seconded by Mr. Vincent Houston to approve Council co-sponsorship of the records

management officer survey. The motion passed with four votes in favor and 2 abstentions.

**XII. AGENDA ITEM 11 – DISCUSSION OF RMICC WEBSITE**

- Ms. Hermesmeyer noted the possible need for changes to the Council website. The website is hosted by the Office of the Texas Secretary of State (SOS) at this time, she noted. Ms. Jill Ledbetter of SOS discussed possible updates that might be made to the website, including the addition of a resources page.
- Ms. Hermesmeyer asked if the Council wanted to consider a task force to coordinate updates to the Council website. Mr. Kimbriel noted the need to not let the content on the Council website distract from or conflict with the TSLAC website. The Council’s role is different than TSLAC’s role, he noted.
- Ms. Hermesmeyer indicated a call for task force volunteers will be issued.

**XIII. AGENDA ITEM 12 – VACANCIES ON COUNCIL MEMBERSHIP**

- Ms. Hermesmeyer noted two vacancies on the Council. Mr. Daniel Julien retired from the Texas Historical Commission at the end of February, and Ms. Morgan Geiringer has been assigned new duties that no longer allow her the time to travel to Austin for Council meetings.
- Ms. Hermesmeyer noted both vacancies are auxiliary members of the Council. Ms. Geiringer’s position was the position to be filled by a faculty member from a public senior college or university. Mr. Julien’s position was one of two positions for information resources managers for state agencies.
- Ms. Hermesmeyer noted she will reach out to possible candidates, and other Council members should provide her with recommendations for candidates as well. Possible candidates could be voted on by the Council at the June Council meeting, with new members in place for the September meeting, she said.

**XIV. OTHER BUSINESS**

- Mr. Kelso introduced Mr. Andrew Glass, a new government information analyst at TSLAC.
- Ms. Hermesmeyer noted the June meeting will include discussion of the Council’s biennial report. She will contact individual content providers for the report before the June meeting. She will ask for volunteers from the Council to review the draft report as well. The draft should be ready for the Council’s review and feedback by June 1, she noted. The final draft will be voted on at the Council’s September meeting and will be submitted before November 1. Mr. Quick noted the Council used this timeline in the past and it worked well. Ms. Hermesmeyer indicated the proposed timeline would avoid the need for an extra Council meeting in September or October.

**XV. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:23 p..m.

  
Margaret Hermesmeier  
RMICC Chair