

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
March 9, 2021

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, March 9, 2021, by teleconference.

MEMBERS PRESENT

April Norris, Chair
Vincent Houston, Vice-Chair
Christi Brisky, Member
Dawn Crane, Member
Brandon Harris, Member
Jeff Peden, Member
Michael Reagor, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Linda Reynolds, member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Public Utility Commission
Sarah Hendricks, Texas Department of Public Safety
Craig Kelso, Texas State Library and Archives Commission
Jill S. Ledbetter, Office of the Secretary of State
Angela Ossar, The University of Texas System

I. CALL TO ORDER

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

II. AGENDA ITEM 1 – APPROVAL OF THE DECEMBER 1, 2020 MINUTES

The minutes to the Council meeting held December 1, 2020 were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held December 1, 2020, as presented.

III. AGENDA ITEM 2 – UPDATE ON PROGRESS WITH PROMONTORY POINT LOCATION

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) updated the Council regarding progress at the Promontory Point location. Mr. Kelso noted the building sustained some damage from a broken pipe during the February winter storm. Due to needed repairs, installing the shelving in the building will be delayed until April 27, Mr. Kelso said. Installation of the shelving is anticipated to take about two weeks, he added. The location should be open for business by the fourth quarter of FY2021.
- Ms. Norris noted several other agencies housed in the building also sustained damage from the broken pipe. Mr. Harris added that some personnel from his agency were forced to temporarily relocate while the damage is being repaired.

IV. AGENDA ITEM 3- UPDATE ON POTENTIAL INFORMATION GOVERNANCE POSITION IN TSLAC

- Mr. Kelso noted that HB1784 from the 86th Legislative Session introduced an information governance position at TSLAC. The position will work with the statewide data coordinator at the Department of Information Resources (DIR) regarding digital transformation of records in state government.
- As the legislation did not pass in the 86th session, a similar bill will be filed in the 87th Legislative Session, Mr. Kelso noted. The new bill will recognize the Texas Digital Archive (TDA) as the official state repository of electronic records as well, he added. Additional items such as cybersecurity will be included in the bill as well.
- Another bill filed for the 87th session creates a data management officer in each state agency, Mr. Kelso said. That bill includes language for the data management officer to work with agency records management officers, he added. The information governance position could also help with tasks like updating TSLAC resources for agency records managers, he added.

V. AGENDA ITEM 4 – STATE RECORDS MANAGEMENT OFFICER MEETING

- Mr. Kelso noted that April is Records Information Management (RIM) month. Each April, TSLAC holds an annual records management officer (RMO) meeting. There was no meeting held in 2020 due to the coronavirus pandemic, but a meeting will be held in 2021, Mr. Kelso said. The tentative date for the meeting is April 20, he said. The meeting will be held online via Zoom, he added.

VI. AGENDA ITEM 5 – UPDATE ON THE UNIVERSITY RECORDS RETENTION SCHEDULE

- Ms. Megan Carey of TSLAC informed the Council about upcoming updates to the University Records Retention Schedule (URRS). The Council’s University Records Management Committee (URMC) began developing the schedule in 2012, and the first edition of the URRS was adopted in 2019, Ms. Carey noted. Even though the URMC is not currently in existence, the need for ongoing updates to the URRS still exists, she added. TSLAC had formed a five-member internal task force to review the URRS. TSLAC has received suggestions from universities regarding needed changes since the URRS was first adopted, Ms. Carey said. The overall goals of the task force are to improve efficiency, remove redundancies, and update citations, she said. A draft of the proposed changes to the URRS will be distributed to university RMOs for informal comment, Ms. Carey added.
- Ms. Norris asked if the updates to the URRS will follow the same process as updates to the state records retention schedule. Ms. Carey noted the updates to the URRS will follow the same timeline with informal comments solicited before the formal rulemaking process begins. The first draft of the updated URRS will be completed in July, Ms. Carey added.

VII. AGENDA ITEM 6 – TSLAC RECORDS MANAGEMENT EDUCATION AND TRAINING

- Ms. Carey said TSLAC has two upcoming online training sessions scheduled. The first session will be held on April 13. Registration for the session will open soon and will be announced via the TSLAC blog and website. A second training is scheduled for August 10.
- TSLAC intends to alternate the education training sessions with brown bag meetings, Ms. Carey said. TSLAC facilitates the brown bag meetings, but suggestions for meeting topics are always appreciated, she noted. Feedback on topics for future educational training is welcome as well, Ms. Carey said.
- The upcoming educational training focuses on records management basics, Ms. Carey said. Each online training session can accommodate up to 200 users, and any state agency employee is eligible to attend.

VIII. AGENDA ITEM 7 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers was scheduled to update the Council on the Texas Digital Archive. Mr. Myers was unable to attend the meeting, so no update was given.

IX. AGENDA ITEM 8 – 87TH LEGISLATIVE SESSION UPDATE

- Mr. Joshua Clark of TSLAC noted that quite a few bills have been filed for the current legislative session that might be of interest to the Council. He highlighted some of the bills that may affect records retention and public information.
- HB294 would require the state auditor to audit institutions of higher education on a five-year cycle. The bill might require changes to the URRS if passed, he noted. Review by the state auditor might affect recertification of agency record retention schedules as well, Mr. Clark said.
- HB327 and SB341 require some agencies to live broadcast both audio and video of open meetings. Recordings of the meetings would be required to be posted within seven days of the meeting and maintained online for at least two years. Some other agencies would only have to post audio of the meetings and maintain them for an unspecified period of time, Mr. Clark said. These bills would require changes to the state records retention schedule, and agencies would need to be educated about the new requirements if the bills pass, he added.
- HB818 would amend the criminal harassment statutes to include internet postings and social media. Some agencies might need to assess the retention policies for their social media accounts and internet blogs as a result of this bill, Mr. Clark noted.
- HB1810, SB729 and SB928 all require agencies to provide information that is stored electronically in electronic format when fulfilling public information requests. Agencies may be required to provide the information in a searchable format if requested, and in the same format as the agency routinely stores the information, he added. These requirements would apply to third parties who hold the information on behalf of the agency as well, Mr. Clark said. Some agencies may migrate data that is frequently requested into more easily searchable formats as a result of these bills, he noted.
- HB2578 would require that any information required by statute to be posted in a newspaper will be posted on a website maintained by the Comptroller of Public Accounts. TSLAC has requested clarification regarding several items included in this bill. Mr. Clark noted.
- HB2671 removes the report of reports out of TSLAC's budget rider and places it into statute. The bill also encourages agencies to increase efficiency by transmitting data to other agencies electronically. Agencies will need to be mindful that data classification and retention requirements may differ if the information is distributed in a different format, he noted. This bill also requires agencies to submit and post reports using the state internet portal, Mr. Clark said. TSLAC is seeking clarification regarding this portion of the bill, he added. Additionally, this bill includes a study of mail operations, which may result in the recommendation that more agencies use electronic transmission for increased efficiency, Mr. Clark noted.

- HB2913 requires posting of contracts on agency websites within 14 to 30 days of the contract being executed. The contracts would need to remain posted for four years after the completion of the contract, he added.
- SB475 creates a data management officer position in each agency that averages 150 or more full time employees. The data management office would work with their agency's information security officer and records management officer as well as with TSLAC to improve data management and records management in the agency. The data management office would work with DIR as well to give DIR more high-value data sets for the open data portal.
- Mr. Clark noted that DIR will be putting together the state risk and authorization management program to rate cloud computing services. This evaluation may affect contracting, he noted. Agencies will need to evaluate what data is stored where and if appropriate data controls are in place for the sensitivity of the data stored off-site.

X. AGENDA ITEM 9 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Sarah Hendricks of the Texas Department of Public Safety updated the Council on recent activities of the State Agency Coordinating Committee (SACC) Records Management Subcommittee.
- Since the Council's last meeting, the subcommittee has changed their name from the SACC Records Management Subcommittee to the SACC Records and Information Management Subcommittee (SACC-RIM).
- The subcommittee is discussing some changes to their bylaws as well, Ms. Hendricks noted. The subcommittee is considering allowing representatives from non-SACC member agencies to serve as officers for the subcommittee. This change reflects the need for a wider pool of individuals to be able to participate on the subcommittee and would not affect the full SACC, she added. Many subcommittee meetings include guests from non-member agencies, Ms. Hendricks noted.
- The subcommittee plans to finalize their educational pamphlets in April, Ms. Hendricks said. The content is nearly finalized with only minor edits remaining to be completed, she noted.
- The next meeting of the subcommittee will be held March 18. Mr. Harris asked if all RMOs receive meeting invitations for the subcommittee's meetings. Ms. Hendricks noted that the meetings are open to anyone. Meetings are held on the third Thursday of each month and attendees do not have to be employees of a SACC member agency, she added. Ms. Norris noted that she attends the meetings as the RMICC representative, and encouraged other interested Council members to attend as well.

XI. AGENDA ITEM 10 – DISCUSSION OF RMICC WEBSITE

- Ms. Norris noted that a project initiative document had been distributed to Council members prior to the meeting. The document contained six items that

the Council needed to discuss and possibly act on for the project to move forward.

- The first item to be discussed was whether or not the Council supports hosting of the Council website being relocated from the Office of the Secretary of State (SOS) to DIR. She added that at this time, SOS does not have the resources available to support the desired redesign of the Council website. DIR is offering hosting and maintenance services to the Council, she said.
 - **MOTION** made by Mr. Mark Smith, seconded by Mr. Jeff Peden, and carried unanimously to support the relocation of the Council website from SOS to DIR.
- The second item for consideration was whether or not the Council wants to retain the unique Council URL of rmicc.state.tx.us after the relocation. Alternatively, the Council website would be under the dir.texas.gov URL.
 - Mr. Peden asked if DIR would be able to retain the unique URL when the website is relocated. Ms. Crane confirmed that DIR is able to do so.
 - Mr. Smith asked if retaining the unique Council URL affects DIR's ability to maintain the content of the website. Mr. Peden noted that content management of the site is independent of the management of the URL.
 - **MOTION** made by Mr. Mark Smith, seconded by Ms. Dawn Crane, and carried unanimously to retain the current unique Council URL.
- The third item addresses responsibility for site maintenance and technical support. This would include item such as security updates, routine site maintenance and troubleshooting when required, Ms. Norris said. Mr. Peden clarified that site maintenance and technical support is separate from content management for the website.
 - **MOTION** made by Ms. Dawn Crane, seconded by Mr. Vincent Houston, and carried unanimously to have DIR be responsible for site maintenance and technical support of the Council website.
- The fourth item to be discussed concerned who on the Council would be responsible for site maintenance and support if DIR was not responsible. Ms. Norris noted this item no longer needed to be discussed, as the Council voted to make DIR responsible for these items.
- The fifth item to be discussed was responsibility for content management for the Council website. Content management includes routine updates to items on the site such as membership information, meeting information, meeting minutes and report, Ms. Norris said.
 - Ms. Crane noted that if DIR were to be responsible for content management, the Council would send DIR information for content updates and approve such updates before they were added to the live Council website by DIR.
 - Ms. Jill S. Ledbetter of SOS that such an arrangement means the Council is dependent upon another agency to update the Council's website when needed. DIR may or may not have

personnel available to make updates in a timeframe that suits the Council's needs or wants, she added. The Council might want to have at least one Council member have access to updating the content if DIR was unable to do so for any reason, she noted.

- Mr. Harris noted that both DIR and the Council having access to the updating the content might be the best approach. If the Council member with access can't make the updates, then the Council could request that DIR do so. Mr. Peden noted that DIR should be able to accommodate this kind of access for the Council.
- **MOTION** made by Mr. Mark Smith, seconded by Mr. Brandon Harris, and carried unanimously to grant both DIR and the Council access to update content on the Council website.
- The final item to be considered was a possible role of "web administrator" for the Council website. The role would rotate among Council members on a regular basis, excluding the current Council chair and vice-chair. The web administrator would interact with information technology staff and other Council support staff as needed to facilitate the planned relocation and redesign of the Council website. The web administrator would coordinate updates to the Council website on an as-needed basis as well, she added.
 - Ms. Crane spoke in support of having a web administrator as a point of contact for a set period of time, such as on an annual basis.
 - Ms. Ledbetter noted that routine edits to the site are different than coordinating a complete redesign of the website. Coordination of the relocation and redesign of the site with DIR would be an appropriate role for a web administrator as it requires a different skill set than routine content updates, she added.
 - Ms. Norris noted the redesign of the site will largely depend on the platform and technology options available from DIR. The web administrator would be the liaison between DIR and the Council for the relocation and redesign phases of the project, she added.
 - Ms. Norris asked the Council to consider the role of web administrator further, and the Council will discuss the role at the next Council meeting in June. Mr. Smith noted that member agencies should be able to step up and rotate in this role, but noted that some agencies may not be able to do so.

XII. AGENDA ITEM 11 – DISCUSSION OF RMICC BIENNIAL REPORT

- Ms. Norris noted that the next Council biennial report is due to the legislature in October of 2022. She noted there is information in the current report that describes the roles and expertise each member agency provides to the state in accordance with the Council's statutory requirements. This information has not been updated in some time, she added. She asked that each permanent member agency review their section of this information, and draft and revise the content for the next report. She added that this content may require some time to

compile, and encouraged the permanent member agencies start drafting it soon. Revised content may be submitted to Ms. Norris when it has been approved by the member agency for publication, she added.

- Mr. Peden asked if only the four permanent member agencies currently reflected in the report should provide this content. Ms. Norris indicated each permanent member agency should have this information in the report. Each permanent member agency was chosen to provide their expertise to the Council, and information about their primary functions and expertise should be included in the report, she added.
 - **MOTION** made by Mr. Mark Smith, seconded by Mr. Vincent Houston, and carried unanimously to have each permanent member provide or update information about their agency for the Council's next biennial report.
- Ms. Norris asked the Council if including information about the roles and contributions of the auxiliary members should be included in the report as well. This information is not included in the current report, she noted. Ms. Crane noted that she thought the contributions of the auxiliary members were important and should be included as well. Mr. Peden asked if there were guidelines or examples that could be used to help draft such information for the auxiliary members. Ms. Norris noted that the Council's statutory authority was amended to add the roles of the auxiliary members to the Council, and the statutory language might be useful when drafting the information.
 - **MOTION** made by Mr. Jeff Peden, seconded by Mr. Brandon Harris, and carried unanimously to include information describing the contributions of the auxiliary members to the Council's biennial report.

XIII. AGENDA ITEM 12 – DISCUSSION OF RMICC STRATEGIC DIRECTIONS FOR THE NEXT BIENNIUM

- Ms. Norris noted that strategic directions for each biennium have been set by previous Councils in a variety of ways. She invited Council members to think about the Council's priorities and objectives for the next biennium, and to asked them to be prepared to discuss such priorities and objectives at the Council's June meeting.

XIV. OTHER BUSINESS

- No other business.

XV. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:36 p.m.

DocuSigned by:
April Norris
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April Norris, RMICC Chair