

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**June 5, 2018**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 5, 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  
Gloria Meraz (representing Mark Smith), Member  
Stephen Quick, Member  
Michael Reagor, Member

**MEMBERS NOT PRESENT**

Hope Morgan, Member

**GUESTS**

Megan Carey, 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  
Craig Kelso, Texas State Library and Archives Commission  
Nanette Pfiester, Texas State Library and Archives Commission  
Tamara Schiff, Sunset Advisory Commission  
Erica Wilson-Lang, 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 MARCH 6, 2018 MINUTES**

The minutes to the Council meeting held March 6, 2018 were approved as follows:

**MOTION** made by Mr. Todd Kimbriel, seconded by Mr. Vincent Houston, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 6, 2018, as presented.

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

- Ms. Sarah Hendricks of the Texas Department of Public Safety (DPS) informed the Council that she will not be chair of the State Agency Coordinating Committee (SACC) Records Management Subcommittee for much longer. She has been chair for nearly two years. Ms. Hendricks noted that Ms. Jenny Singer of the Health and Human Services Commission is the current vice-chair, and she expected Ms. Singer to run for chair.
- Ms. Hendricks called the Council’s attention to a letter submitted by SACC to the Council. The letter contains information about the SACC Records Management Subcommittee and will be distributed to SACC member agencies, she said. The intent of the letter is to encourage support for consistent records management initiatives among the SACC member agencies. Ms. Hendricks asked for support from the Council for the letter.
- Mr. Kimbriel noted he is the current chair of SACC, and as such he will distribute the letter to the agency heads of all the SACC member agencies. He noted the letter has more impact with support from both the Council as well as the SACC Records Management Subcommittee.
- Ms. Meraz noted that promoting and support records management initiatives is the purpose of the Council. Mr. Houston indicated his support of the letter as well.
- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) indicated the letter was produced after lengthy discussions by the SACC Records Management Subcommittee. He also indicated that support from the Council would make the letter more impactful.
- Ms. Hermesmeier asked the Council to vote on whether or not the Council should sign the letter.  
**MOTION** made by Mr. Kimbriel, seconded by Mr. Houston, and carried unanimously to place the signature of Ms. Hermesmeier as Council chair on the letter.
- Mr. Kimbriel indicated he will draft the letter for signatures and coordinate distribution of the letter with Ms. Hermesmeier.
- Ms. Hendricks noted the subcommittee is currently reviewing their bylaws and will vote on the bylaws June 21. Over the next three months, the subcommittee will collaborate with other SACC subcommittees to listen to a number of guest speakers. Topics to be covered including process improvement and internal audits as well as training and development, she said.

**IV. AGENDA ITEM 3 –WEBSITE TASK FORCE UPDATE**

- Mr. Kimbriel noted the task force had broken out into three areas of focus: technology and infrastructure, content, and graphic design. The Council’s website is currently hosted by the Texas Secretary of State (SOS).

- Individuals participating on the content portion of the task force are Ms. Angela Ossar of the Office of the Governor, Mr. Joshua Clark of TSLAC, and Ms. Jill Ledbetter of SOS as well as Mr. Kimbriel. The graphic design portion of task force includes Mr. Jerry Sorrells of Texas State Technical College, Ms. Bonnie Zuber of TSLAC and Ms. Hannah Schaeffer of the Department of Information Resources (DIR).
- Based on the recommendations of the task force, the site may move and be hosted by DIR, Mr. Kimbriel noted.
- Mr. Kimbriel said the tentative time frame for completion of the website updates is by the end of 2018.

**V. AGENDA ITEM 4 – RMO FORUM UPDATE**

- Ms. Erica Wilson-Lang of TSLAC updated on the Council regarding a possible records management officer (RMO) forum. The idea is to have a closed forum for state RMOs to use for discussion forums, libraries, etc. Ms. Wilson-Lang indicated the current TSLAC training site could be used to host such a forum. RMOs could post such items as policies and training information to the site, and also post questions for other RMOs to weigh in on through the forum.
- The forum should be available before the e-Records conference this year, Ms. Wilson-Lang indicated. Mr. Kelso noted the idea for the forum came about during meetings with agency RMOs. Access to the forum would be password-protected and could be handled similarly to the current TSLAC TexLinX system, Ms. Wilson-Lang noted. Mr. Kelso added that an individual's access to the TexLinX system requires the approval of that individual's agency RMO or executive director.

**VI. AGENDA ITEM 5 – RECORDS CENTER STORAGE UPDATE**

- Mr. Kelso noted that in addition to the normal amount of records flowing into the records center for storage, TSLAC is still taking in a large number of records that were previously stored with a private vendor. During the current fiscal year, he noted that more than 34,000 boxes of records have come into the records center. That number includes 7,200 boxes from a single agency in the last month. That same agency expects to send an additional 7,000 boxes to the records center soon. Another agency expects to send more than 14,000 boxes soon, he added.
- In the current fiscal year, more than 19,000 boxes of records have been destroyed with an additional 5,000 to 7,000 additional boxes queued for destruction as well, Mr. Kelso said. In a typical year, the records center destroys about 19,000 boxes total, he added. As many as an additional 10,000 to 12,000 boxes may be destroyed before the end of the fiscal year, Mr. Kelso said. In spite of the large influx of records, Mr. Kelso noted there is still open space for about 48,000 boxes in the records center.

- Mr. Kelso noted that TSLAC executive staff have been meeting with legislators regarding the need for future growth at the records center. A variety of solutions to the need for more space have been discussed, including both short- and long-term solutions. Support for these initiatives from agencies that use the records center services is helpful, Mr. Kelso noted.
- Ms. Meraz noted that the goal is to present legislators with a 20 to 30 year long-term solution to the records center storage needs. That solution should be the most effective and cost-efficient solution for agencies that use the services, she noted. A long-term plan is essential to help agencies plan for the future as well, she added.
- Mr. Kimbriel asked if TSLAC has had discussions with the Texas Facilities Commission (TFC). Ms. Meraz noted that TFC has a master plan, but adding additional records center storage space is a decision for the legislature to make. Short-term storage solutions in existing buildings would allow enough time for the current records center to be expanded, she noted. Mr. Kelso noted the TFC master plan includes consolidation of space for some state agencies, which will increase the need for off-site records storage availability for those agencies.

**VII. AGENDA ITEM 6 – UPDATE ON IMAGING SERVICES AT THE STATE RECORDS CENTER**

- The records center is now offering scanning services to agencies, Mr. Kelso said. This includes scanning microfilm and microfiche and turning it into digital images, he said. Several large-scale projects are ongoing with both state and local governments, Mr. Kelso said.
- A supervisor is being hired to manage this program, Mr. Kelso said. Up to an additional four full time employees may be added to the program as well, he said. Microfilming services are still offered, and scanning equipment has been updated, he added.
- Ms. Hermesmeyer asked if legislators inquire about the costs of scanning records. Mr. Kelso noted that legislators do inquire about costs. Costs range from \$200 to \$800 to scan a single box, depending on the level of services requested. Mr. Kelso noted about 70 to 80 percent of the records stored in the records center contain confidential information and should not be scanned and made publicly available.

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

- The 2018 e-Records Conference will be held Friday, November 16, Ms. Nanette Pfiester of TSLAC said. Conference planners from TSLAC and DIR will meet this week concerning the call for presentations. Agency RMOs will be asked for input on possible presentations, and anyone with ideas for presentations should contact her, Ms. Pfiester said.

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

- Recipient agencies received the list of their reports for assessment in March, Ms. Pfiester said. About 100 lists were sent out, and nine responses have been received to date. Responses are due by June 30, she said. The report is due by January 1, but is typically completed by November 15. Completing the report in November is helpful as bill drafting begins for the upcoming legislative session, she noted. Work began on the project earlier than normal this year, so the report may be completed earlier as well, Ms. Pfiester said.

**X. AGENDA ITEM 9 – HB8 DIGITAL DATA STORAGE STUDY**

- HB8 from the 85<sup>th</sup> Legislative Session required a digital data storage study, Ms. Pfiester noted. The bill required a one-time survey regarding how the state is storing digital data, Ms. Pfiester said. Questions for the study were included in the Information Resources Deployment Review (IRDR) that was distributed in January. Responses to the IRDR were due by March 31, and analysis of the responses has begun, she said. A report is due to the legislature by December 1 regarding the study, she said. Information from the survey may be presented at the upcoming e-Records conference as well, she noted.

**XI. AGENDA ITEM 10 – RM SURVEY RESULTS**

- Ms. Pfiester said a survey was sent out to records managers. The survey opened April 10. Some of the questions included in the survey were from a similar survey done by the Council in 2003. Some questions are from the IRDR as well, she said. The 2003 survey received 140 responses, Ms. Pfiester said. The current survey received about a 20 percent response rate, she added.
- Ms. Pfiester drew the Council’s attention to a handout with a summary of some of the responses to survey. As the Council was a co-sponsor of the survey, she noted the information might be used in the Council’s biennial report. Several Council members requested the information from the survey be distributed to all the Council members.

**XII. AGENDA ITEM 11 – DISCUSSION AND POSSIBLE ACTION ON OPEN COUNCIL POSITIONS**

- Ms. Hermesmeier noted that two vacancies exist on the Council at the present time. One vacancy is for an auxiliary member representing a public university, and the other is for an auxiliary member who is an information resources manager (IRM) at a state agency in the executive branch.
- Ms. Hermesmeier noted she had reached out to a possible candidate to fill the IRM vacancy but she did not have anything to report to the Council as yet for that position. She asked the Council to consider Ms. Ciaran Trace from The University of Texas at Austin School of Information for the university representative vacancy. She noted Ms. Trace teaches records management at

The University of Texas, and she is very interested in serving on the Council. Ms. Hermesmeier distributed biographical information about Ms. Trace to the Council members as well.

- She noted Ms. Trace would not be able to attend the Council's September and December meetings due to scheduling conflicts, but would be able to join the Council at the March meeting. She added the Council might consider changing the time of Council meetings to the morning instead of the afternoon to facilitate Ms. Trace's attendance.
- Mr. Kimbriel and Ms. Meraz noted Ms. Trace's excellent credentials. Ms. Meraz said it would be beneficial to have the perspective of someone who teaches records management on the Council.
- Ms. Hermesmeier asked if the Council wanted to entertain a motion to add Ms. Trace to the Council.

**MOTION** made by Mr. Kimbriel, seconded by Ms. Meraz, and carried unanimously to add Ms. Trace to the Council as the university representative.

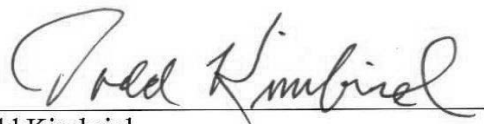
### **XIII. OTHER BUSINESS**

- Ms. Hermesmeier noted that information was still being gathered for inclusion in the Council's biennial report. She added that the Council might need to schedule a work session in August to finalize the report. The report needs to be completed by November, she said.

### **XIV. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:07 p.m.



Todd Kimbriel  
RMICC Acting Chair