

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 6, 2023

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 6, 2023, by videoconference and in-person at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

April Norris, Chair
Craig Kelso, Vice-Chair
Christi Brisky, Member
Dawn Crane, Member
Brandon Harris, Member
Vincent Houston, Member
Jeff Peden, Member
Michael Reagor, Member
Linda Reynolds, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Izamar Collins, Employees Retirement System of Texas
Andrew Glass, Employees Retirement System of Texas
Robert Haynes, Texas Health and Human Services
Talj Harper, Texas Department of Family and Protective Services
Sarah Hendricks, Texas Department of Public Safety
Mark Myers, Texas State Library and Archives Commission
Angela Ossar, The University of Texas System
Gloria C. Rivera, Department of Information Resources
Vickie Stephens, Austin Energy
Bonnie Zuber, Texas State Library and Archives Commission

I. CALL TO ORDER

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

II. AGENDA ITEM 1 – APPROVAL OF THE MARCH 7, 2023 MINUTES

- The minutes to the Council meeting held March 7, 2023, were approved as follows:
 - **MOTION** made by Christi Brisky, seconded by Linda Reynolds, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 7, 2023, as presented.

III. AGENDA ITEM 2 – DISCUSSION OF RMICC STRATEGIC INITIATIVES FOR 2023-2024

- Norris noted the Council adopted several strategic initiatives at the Council’s March meeting. The first of those initiatives was to track legislative bills from the 88th Legislature that might be of interest to the Council. No such bills were brought to the Council’s attention, Norris said.
- Another strategic initiative passed by the Council was to move the Council’s website to be hosted by the Department of Information Resources (DIR). The Texas Secretary of State (SOS) hosts the current website, and has prepared it for migration to DIR. Jeff Peden has been coordinating the move with DIR, and he noted that the anticipated move date is sometime in July. He will follow up with DIR to confirm the date, he said. Brisky asked Peden who he was coordinating with at DIR. Peden noted he is working with John Hoffman. Norris added that the strategic initiative adopted as a goal to have the website moved to DIR by the end of the fiscal year. Jill Ledbetter of SOS noted that DIR had reached out to SOS in May regarding the size of the website, but no further communication has been received from DIR by SOS.
- At the March meeting, the Council adopted updating the Council bylaws as a strategic initiative as well. Norris noted the Council’s bylaws have not been updated since 2003.
 - Norris and Kelso worked with legal counsel from their respective agencies to find the best way to update the bylaws. As the bylaws are currently included in the *Texas Administrative Code*, Norris noted the first step would be to repeal or amend the existing administrative rules as appropriate. To do so, the Council would need to vote on taking that action, she added. Brandon Harris asked how the rules would be updated, and if public notice would be included. Norris added that it would include public notice, and the Council would be informed of each step taken. Brisky asked if the Council would be voting on an actual rulemaking at this time. Norris noted that would not be happening yet – the Council would first need to approve that rulemaking was the appropriate action to take moving forward. Any rulemaking would not take place until the content of any changes to the bylaws was finalized, Norris said.
 - Brisky added that amended the existing administrative rules might be more appropriate than repealing them and creating completely new rules. Ms. Norris said the vote could be expanded to include amending the existing rules if appropriate as well. Ledbetter noted that she is the *Texas Administrative Code* Editor-in-Chief, and said the available options for administrative rulemaking are amendments, repeals, new rules, or any combination of those options as needed. Norris clarified that the motion will be to consider amending, repealing, or adding new administrative rules as needed. Craig Kelso added that the general counsel of the Texas State Library and Archives Commission

volunteered to file the necessary rulemaking documents on behalf of the Council as needed.

- Brisky asked if the actions the council needed to take could be done through the rule review process. Ledbetter noted that rule review is not the same as rulemaking, and changes to the rules themselves would need to be accomplished by rulemaking. She added that the Council also needs to comply with the requirements for rule review, which is to occur on a four-year basis. Norris asked about the timing of rule review filings in relation to rulemaking filings. Ledbetter indicated the rule review could be done before, after, or in conjunction with needed rulemaking. Ledbetter noted the Council will be reviewing the current bylaws, and proposed rule review filing would be appropriate at this time as part of that process. Norris asked if Brisky was recommending the Council submit a rule review filing prior to undertaking any necessary rulemaking identified for the bylaws. Brisky indicated that was her intent, both for statutory compliance and for identifying needed rulemaking. Norris noted that the Council would need to approve undertaking rule review, followed by any needed rulemaking.
- Norris said the Council had identified the need for a workgroup as part of the process to update the bylaws, and asked Brisky if she would be willing to lead the workgroup with support from the Council chair and vice-chair. Brisky said she would be willing to do so. Norris asked for other volunteers for the workgroup. Kelso, Ledbetter, and Dawn Crane volunteered for the workgroup. Reynolds asked if suggestions for updates to the bylaws should be emailed to Brisky. Norris said that would be optimal.
 - **MOTION** made by Christi Brisky, seconded by Craig Kelso, and carried unanimously to create a bylaw update workgroup that will move forward with a rule review action.

IV. AGENDA ITEM 3 – TEXAS DIGITAL ARCHIVE UPDATE

- Mark Myers of TSLAC updated the Council on recent activities at the Texas Digital Archive (TDA).
- Myers noted that new information is included in the TDA on a daily basis. One ongoing project involves information from the Texas Department of Transportation. New information added to the TDA includes information from that agency's Amarillo and Childress districts. He added that information for 10 of the 25 districts for the agency have been included in the TDA to date. The next two districts to be added will be Wichita Falls and Abilene, Myers said.
- Records from state agencies are still being added to the TDA, including open records letter rulings from the Office of the Attorney General. Other items from state agencies including meeting minutes and meeting materials, Myers added.
- Supreme Court case files from 1840 – 1892 continue to be added to the TDA. This is an ongoing project, Myers said. Additionally, more records from the

Court of Criminal Appeals are being added. Up until now, the only case included was the Jack Ruby case. Digitization of the indexes of the cases was done by Ancestry.com, Myers said. Ancestry.com digitizes many such records and provides free access to them to citizens of Texas through the Ancestry.com portal, Myers said. After a certain period of time, the records are given to the TDA and access is no longer restricted to the Ancestry.com portal, Myers added. Another organization called Family Search also digitizes records and makes them available through a similar process, Myers added.

- Pension records from the Republic of Texas continue to be added to the TDA. This is a microfilm scanning project, Myers said. New equipment has speeded up the scanning process, he added.
- The TDA is considering a way for agencies to transfer records via FTP, Myers said. This would be an additional option for agencies that should be available soon, he added.
- Myers noted that the TDA is now eight years old, and includes more than 7 million unique records and 154TB of data. Norris complimented Myers on the steady growth of the TDA, and added that the FTP option will be helpful to agencies.

V. AGENDA ITEM 4 – RMO/DMO GUIDANCE DOCUMENT (DIR AND TSLAC COLLABORATION)

- Megan Carey of TSLAC noted that agencies are statutorily required to include data governance into agency records management programs. Although the requirement was added in the 87th Legislative Session, the requirements are still new to many in the records management community, she said. DIR and TSLAC are collaborating on a guidance document for agencies regarding this requirement. The document is envisioned to be a roadmap for both records management officers and data management officers, Carey said. No release date for the document has yet been set, but the two agencies are regularly meeting to create and revise the information. The document will include information such as best practices and common challenges, Carey said. Norris noted such a document would be useful, and Carey indicated the intention is to create an easy to use reference.

VI. AGENDA ITEM 5 – STATE AGENCY RMO MEETINGS

- Carey said the annual state agency records management officer meeting was held April 11. The meeting took place at the Stephen F. Austin Building, with an option for virtual attendance. A total of 95 attendees participated, including 55 attending virtually. This meeting was being held in person for the first time in several years, Carey noted. A PowerPoint file of the presentations from the meeting is available, and can be requested by emailing SLRMinfo@tsl.texas.gov, Carey said.
- Norris noted she attended virtually, and she appreciated the virtual option. Crane indicated she attended in person, and was able to meet her

agency's TSLAC analyst. Kelso added that the ability to network in person is a valuable component of the meeting.

VII. AGENDA ITEM 6 – SACC RECORDS AND INFORMATION MANAGEMENT SUBCOMMITTEE UPDATE

- Talj Harper of the Texas Department of Family and Protective Services updated the Council on recent activities of the State Agency Coordinating Committee Records and Information Management Subcommittee (SACCRIM). Harper noted the subcommittee presented its annual mid-year report to the full committee in May. The report summarizes the subcommittee's work for the past year, she said.
- Most recently, the subcommittee has been focusing on this year's legislative session and has been tracking legislation that could potentially impact records and information management including open records. The subcommittee put together a list of search keywords and phrases as well as a spreadsheet to facilitate bill tracking, Harper said. The list of keywords and phrases helped narrow search results when reviewing legislation, she added.
- The subcommittee has a new secretary, Gloria Rivera of DIR, Harper noted. They will elect a new vice chair in August, she said.
- Other than legislative discussions, the subcommittee has focused on a number of other topics this year, Harper said. Subjects discussed have included translation services and human resources records retention. She added these are valuable discussions and members learn from one another.
- The subcommittee's next project will be an educational document regarding records management for terminated employee records.
- Harper noted that anyone who wants to receive a copy of the subcommittee's annual report should reach out to her for assistance. Norris noted the subcommittee's meetings are held the third Thursday of each month, virtually via TEAMS. Harper added that anyone who wants to attend the meetings could reach out to her as well.

VIII. OTHER BUSINESS

- Kelso noted the call for agenda items for the 2023 e-Records conference was published on the TSLAC blog earlier in the day. The conference will be held November 3 at the Commons Conference Center, and the theme is "For the Win: Records and Data".

IX. PUBLIC COMMENT

- No public comment.
- In the absence of any further business, the meeting stood adjourned at 2:47 p.m.



April Norris, RMICC Chair