

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
June 8, 2021

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, June 8, 2021, by teleconference.

MEMBERS PRESENT

April Norris, Chair
Vincent Houston, Vice-Chair
Christi Brisky, Member
Dawn Crane, Member
Jeff Peden, Member
Roy Phillips (representing Brandon Harris), Member
Michael Reagor, Member
Linda Reynolds, Member
Mark Smith, Member

GUESTS

Jenny Alexander, Texas Health and Human Services
Megan Carey, Texas State Library and Archives Commission
Joshua Clark, Texas State Library and Archives Commission
Brady Cox, Public Utility Commission
Andrew Glass, Texas State Library and Archives Commission
Rebecca Hanna, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Mark Myers, Texas State Library and Archives Commission
Erica Siegrist, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Chair April Norris called the meeting to order at 2:03 p.m. Ms. Norris noted that agenda items 10 through 12 would be taken up at the beginning of the meeting to accommodate members' schedules.

II. AGENDA ITEM 1 – APPROVAL OF THE MARCH 9, 2021 MINUTES

The minutes to the Council meeting held March 9, 2021, were approved as follows:

MOTION made by Mr. Mark Smith, seconded by Mr. Jeff Peden, and carried unanimously to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held March 9, 2021, as presented.

III. AGENDA ITEM 10 – DISCUSSION OF RMICC WEBSITE

- Ms. Dawn Crane said Mr. Jeff Peden will be the point of contact for the RMICC website project moving forward. Ms. Crane will continue to assist with the project as needed. Ms. Crane noted the Council had voted on six items regarding the website at the Council’s March meeting. Mr. Peden said he would be meeting with representatives from the Department of Information Resources (DIR) on June 16 to discuss the items voted on by the Council.
- Ms. Norris noted that Mr. Peden had worked on similar projects with DIR in the past, and his willingness to lead the RMICC website project was appreciated.

IV. AGENDA ITEM 11 – DISCUSSION OF RMICC BIENNIAL REPORT

- Ms. Norris indicated the Council’s biennial report is due to the governor and the legislature in October of 2022. She added she would like to establish a schedule to ensure the report is being drafted in a timely fashion. The draft schedule will be discussed by members at the next Council meeting.
- Ms. Norris reminded members that revised or newly drafted paragraphs regarding the functions of permanent and auxiliary member agencies will be included in the report presented in 2022. Each agency should be drafting those paragraphs, she noted. The information is located on pages 10 and 11 of the current report, which is available on the Council website. Due dates for this information will be included in the draft schedule, she said.

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

- Ms. Norris noted the Council began discussion of the strategic directions for the next biennium at the Council’s March meeting. To date, she has received no further feedback from members on this topic. She noted that she and Vice-Chair Vincent Houston had discussed some possible ideas for strategic directions. A list of those ideas will be distributed to the members for the next Council meeting. The list will be used as a starting point for further discussions of the strategic directions, she added.

VI. 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 on construction at the Promontory Point location. He noted almost all of the shelving units are installed, with just the media vault left to complete. All security system items including card readers are in place at the location, he added. TSLAC is still awaiting a network connection to the building, but that should be completed soon, he said.

- Ms. Norris congratulated Mr. Kelso on the upcoming completion of the project. Mr. Kelso noted the project was a group effort involving many TSLAC staff, including Mr. Mark Smith. Mr. Smith noted the hope was for the location to be a records storage solution for many years to come.

VII. AGENDA ITEM 3 – UPDATE ON SHOAL CREEK LOCATION

- Mr. Kelso said that a new security fence is being installed around the Shoal Creek location. The fencing was made necessary by other development happening around the location, he said. That development includes a pedestrian bridge across Shoal Creek near the location. Development in the area has increased pedestrian traffic around the building, Mr. Kelso noted. Additionally, the area is being cleared of brush, trash, and invasive species along the creek. Installation of the new security fence should begin by the end of June, Mr. Kelso said.

VIII. AGENDA ITEM 4 – STATE RECORDS MANAGEMENT OFFICER MEETING APRIL 20, 2021

- Mr. Kelso said the annual state records management officer (RMO) meeting was held virtually for the first time this year. The meeting was not held in 2020 due to the coronavirus pandemic, he added. The meeting was held on April 20, with 120 attendees registered. Session topics included an update on the 87th Legislative Session, a recap of the eRecords conference, and information about the Texas Digital Archive. Records retention schedules were discussed as well, he added. Additionally, new forms for records retention schedule recertification were discussed. Breakout sessions for specific topics and audiences were held as well. All sessions were recorded and are available through the TSLAC website.
- The virtual format allowed more attendees from outside the Austin area, Mr. Kelso said. Those attendees might not have been able to attend an in-person meeting. Future meetings may be held as hybrid in-person/virtual meetings, Mr. Kelso noted. Ms. Linda Reynolds noted her agency was able to attend because the meeting was held virtually. Ms. Norris noted the meeting is an excellent networking opportunity.

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

- Ms. Eric Siegrist of TSLAC is leading the TSLAC taskforce to update the University Records Retention Schedule (URRS). All 311 record series included in the URRS are being reviewed for accuracy, she said. The goal of the project is to increase efficiency and cut back on redundant record series, Ms. Siegrist said. Additionally, some of the legal citations in the series have been revised since the URRS was first published and need to be updated, she noted.

- When the review is completed and a first draft of the revised schedule is completed, the draft schedule will be sent out to university RMOs for informal comment, Ms. Siegrist said. The taskforce is about halfway through the detailed review and expects it to be completed in August, she added. So far, about 70 series are slated for removal from the schedule. Some of the series will be combined, and any series that also exists on the state Records Retention Schedule (RRS) will be eliminated from the URRS. These changes should make the URRS easier to use, Ms. Siegrist noted.
- At the state RMO meeting held in April, Ms. Siegrist noted that many university RMOs asked that the URRS be streamlined as it is intended to be used as a supplement to the RRS. Ms. Siegrist noted these requests align with the goals of the URRS taskforce.

X. AGENDA ITEM 6 – TEXAS DIGITAL ARCHIVE UPDATE

- Mr. Mark Myers updated the Council on projects taking place at the Texas Digital Archive (TDA).
- Ongoing projects include digitization of real property records from the Texas Department of Transportation. This is a long-term project, he noted. Currently, records from the Austin, Houston and El Paso districts have been completed, and records from the Odessa and Lubbock districts are being processed.
- The state publications section of the TDA continues to expand as well, Mr. Myers said. Publications from 94 agencies are included in the TDA, and publications from institutions of higher education are being added as well, he said. Publications are submitted electronically and include items such as strategic plans and financial reports.
- Supreme Court case files from the 1840's – 1892 continue to be digitized as well, Mr. Myers noted. This is a multi-year project, he said.
- Color slides and negatives from the Texas Department of Commerce tourism development agency are being digitized as well, Mr. Myers said. The material dates from 1961 to 1997.
- Audio-visual material from Governor Price Daniels has been digitized as well, Mr. Myers said. The material includes 16mm film from multiple campaigns for various state offices.
- Additionally, approximately 700 documents of various size from the broadsides and printed ephemera collection have been digitized. These documents range in size from pamphlet to poster, and include such items as wanted posters, public decrees and commercial announcements. The documents date back as far as the 1650s, Mr. Myers said.
- Constitutions from the 1866, 1868-1869 and 1875 Texas constitutional conventions have been digitized, Mr. Myers said.
- Additionally, the TDA website has been reorganized to make it easier for the public to access information, Mr. Myers said. The update to the website includes new graphics as well, he noted. Collections can be cross-referenced by topic, and specialized search pages have been created for some collections.

Indexes to paper records and other finding aids are included on the website as well, Mr. Myers said.

- Mr. Myers noted that TSLAC is beginning a new project regarding archiving social media site information. TSLAC is exploring tools to capture the data from social media sites as well as what type of data should be captured in what format. Capturing social media data could impact the RRS as well, Mr. Myers noted. TSLAC is just beginning this project, and may bring information about the project to the Council as appropriate, he added. Preserving social media data is a complex subject, and has legal, archivable, and records management implications for agencies, Mr. Myers said.
- Ms. Norris noted the TDA continues to grow in size, and asked approximately how many records it now contains. Mr. Myers noted there are about 5.5 million records in the TDA, but some records have duplicate copies for security reasons or other purposes. He added the TDA was created in January 2015, and has grown to approximately 70 terabytes of information. He noted the TxDOT real property records add about two terabytes of information to the TDA each month. Mr. Myers said that videotapes from the Texas Department of Agriculture will be digitized soon, and they will create large files as well. The videotapes are being digitized to preserve them as they are beginning to deteriorate, Mr. Myers added.

XI. AGENDA ITEM 7 – 87th LEGISLATIVE SESSION UPDATE

- Mr. Joshua Clark of TSLAC updated the Council on the 87th Legislative Session. He noted about 6700 bills were filed during the regular session, with approximately 50 bills affecting state agencies. Of those 50 bills, only two passed. HB1118 requires cybersecurity training for state employees, and will generate records related to such training. SB475 requires agencies to designate a data management officer among other things, Mr. Clark said.
- Mr. Clark noted that some records management employees have reached out to TSLAC and expressed concerns about the creation of the data management officer position and how that officer will interact with the agency's RMO. SB475 also creates a data management advisory committee, and the role and impact of that committee is not yet clear, Mr. Clark noted. Mr. Ed Kelly, Texas' Chief Data Officer, is expected to provide guidance to state agencies regarding SB475 around September 1, Mr. Clark added.
- Mr. Smith noted that TSLAC did not receive funding regarding the agency's request for an information governance position from the legislature this session. The information governance position would help oversee the transition from paper to digital records storage.
- Additionally, funding for expansion of the state records center on Shoal Creek was not approved, Mr. Smith said. TSLAC had requested for funding for planning and architectural design needs for the expansion as well as for construction. The legislature did include a budget rider directing the Texas Facilities Commission to consider acquiring land for future construction, including land for an archivable storage center.

XII. AGENDA ITEM 8 – eRECORDS 2021 CONFERENCE UPDATE

- Mr. Clark updated the Council on the 2021 eRecords Conference, to be held November 17 and 18. He noted the conference will be held virtually again this year due to ongoing coronavirus pandemic concerns. Sessions will be held on the afternoon of November 17 and the morning of November 18, Mr. Clark said.
- The call for presentations will be issued in mid to late June by email, on the TSLAC website, and through the TSLAC blog, he said. The conference is jointly presented by TSLAC and DIR, and DIR will issue the call for presentations through their resources as well.
- When the conference information is rolled out to the TSLAC website, it will include access to recordings of last year's sessions, Mr. Clark said. Registration for the conference will be available in late summer or early fall, he added.
- Ms. Norris asked about the recordings of the 2020 conference sessions as well as the state RMO meeting being hosted on YouTube but not being searchable on YouTube. Mr. Clark noted that agencies can reach out to their TSLAC analyst if they need help locating the recordings.

XIII. AGENDA ITEM 9 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE

- Ms. Jenny Alexander of Texas Health and Human Services updated the Council on the activities of the State Agency Coordinating Committee Record Management Subcommittee. She noted the committee has changed its name to the Records and Information Management Subcommittee (SACC-RIM). The name change was approved by SACC as part of an update to the SACC-RIM bylaws.
- Ms. Alexander brought the Council's attention to the SACC-RIM annual mid-year report. She noted the report includes information on the subcommittee's name change as well as the educational project the subcommittee has been working on.
- The subcommittee's educational project included two subjects – email management and records management training. Ms. Alexander indicated the subcommittee developed an educational pamphlet for each subject. The pamphlets will be finalized soon and will be ready for posting on the SACC portion of the DIR website as well as the Council's website if appropriate, she added. The pamphlets were developed as an easy way to disseminate information to about records management. Educational pamphlets for other subjects will be developed in the future, she said.
- Ms. Norris noted the pamphlets are color-coded, which makes them very easy to use. She complimented the subcommittee on their collaborative approach to developing the pamphlets.

- The subcommittee has been tracking legislation as well, and has discussed SB475. The subcommittee is interested in guidance from DIR relating to SB475 as well, Ms. Alexander said.
- The subcommittee anticipates participating in a panel discussion at the eRecords conference in November, Ms. Alexander said. The subject matter for the panel is being discussed and will be finalized soon, she added.
- Other upcoming projects for the subcommittee include a discussion of vital and essential records. The subcommittee may have a presentation from the State Office of Records Management regarding business continuity as it relates to records. Ms. Alexander noted how records management is interdisciplinary – the records management profession intersects with many other disciplines such as information technology and legal services.

XIV. OTHER BUSINESS

- Mr. Smith noted the Council should be aware of his retirement effective August 31. He complimented the Council for its work and expressed his appreciation for the support the Council has provided during his tenure on the Council. Ms. Norris thanked Mr. Smith for his guidance and leadership.
- Ms. Norris noted that the Council’s next meeting is scheduled for September 14. Due to the ongoing coronavirus pandemic, the meeting may be in person or may be held virtually. Mr. Smith noted TSLAC has equipment and meeting room space available if the Council wants to host a hybrid in-person/virtual meeting.

XV. PUBLIC COMMENT

- No public comment.

In the absence of any further business, the meeting stood adjourned at 3:21 p.m.

DocuSigned by:
April Norris
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April Norris, RMICC Chair