

MINUTES
RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL
MEETING
August 31, 2017

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Friday, August 31, 2017, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

MEMBERS PRESENT

Margaret Hermesmeier, Chair
Todd Kimbriel, Vice-Chair
Morgan Gieringer, Member
Daniel Julien, Member
Hope Morgan, Member
Stephen Quick, Member
Mark Smith, Member

MEMBERS NOT PRESENT

Vincent Houston, Member
Michael Reagor, Member

GUESTS

Megan Carey, Texas State Library and Archives Commission
Sarah Jacobson, Texas State Library and Archives Commission
Craig Kelso, Texas State Library and Archives Commission
Nanette Pfiester, Texas State Library and Archives Commission

I. CALL TO ORDER

A quorum being present, Chair Margaret Hermesmeier called the meeting to order at 10:05 a.m.

II. AGENDA ITEM 1 – DISCUSSION OF STRATEGIC DIRECTION FOR RMICC FOR NEXT BIENNIUM

- Ms. Hermesmeier noted the Council started discussing the strategic direction for the next biennium at the Council's December 2016 meeting. She distributed handouts of the Council's enabling statute and Texas Administrative Code rules as well as a list of possible strategic direction areas of focus identified by the Council at prior meetings.
- At the Council's June meeting, the Council approved updating the Council's educational brochures. Ms. Hermesmeier noted those updates are underway and Ms. Nanette Pfiester of the Texas State Library and Archives Commission (TSLAC) is receiving feedback about the updates.

- At prior meetings, the Council identified the need for continued support of the University Records Management Committee (URMC), the Electronic Records Review Panel (ERRP), and the State Agency Coordinating Committee (SACC) Records Management Subcommittee, Ms. Hermesmeier noted.
- Mr. Smith asked when the university records retention schedule will be presented to TSLAC for approval. Ms. Sarah Jacobson of TSLAC noted there were some small revisions to the schedule that were being made at this time.
- Ms. Hermesmeier noted the SACC Records Management subcommittee is drafting a records management slideshow to present to other SACC subcommittees. Ms. Hermesmeier has seen the first draft of the presentation.
- Ms. Hermesmeier noted the Council might make a recommendation to the SACC Records Management Subcommittee to collect information about the positioning of the records management officer and records management functions within an agency's organizational chart, and who the records management officer reports to in their agency.
 - The role and positioning of the records management officer varies greatly from agency to agency, Mr. Craig Kelso of TSLAC noted. Ms. Morgan noted the positioning of the records management officer within an agency can affect how seriously records management programs are treated. Mr. Quick asked if the goal was future legislation to mandate the positioning of the records management officer within each agency.
 - Mr. Kimbriel noted he will be the chair of SACC for the next two years.
 - Mr. Kelso said TSLAC suggested several new job classifications for records managers to the State Auditor's Office (SAO). SAO responded that the current program specialist classification is sufficient.
- Ms. Hermesmeier asked for other recommendations from the Council to the SACC Records Management Subcommittee. Mr. Kimbriel suggested a recommendation might be made to encourage the SACC member agencies to promote awareness and utilization of the Texas Digital Archive (TDA). Mr. Kelso added the return on investment for agencies that utilize the TDA could be stressed.
- Mr. Kelso updated the Council on HB8, which charges TSLAC and the Department of Information Resource (DIR) with conducting a study on state agency digital storage and records management practices and the associated costs. The study requires a large amount of information to be collected in a very short period of time, he said. Mr. Kelso noted the Council could help support the study by providing direction about the questions to be asked in the study. He added the Council might considering reviewing the study and promoting it in the Council's biennial report. Ms. Pfiester noted some of the same types of questions are being asked on the current Information Resources Deployment Review (IRDR).
- Ms. Hermesmeier asked the Council for feedback on other items on the list of possible areas of focus for strategic direction.

- Mr. Smith and Ms. Morgan noted the digital storage study fit within the previously identified area of focus regarding Council collaboration with TSLAC and DIR on common initiatives.
- Mr. Smith mentioned the area of focus on metadata standards. He noted many industry metadata standards already exist, and the Council might focus on promoting the use of such existing standards rather than creating new standards.
- Ms. Hermesmeyer recapped the ideas put forth to be included in the Council's strategic direction and asked for volunteers from the Council to review the draft strategic direction before the Council's September meeting. Mr. Kimbriel and Ms. Morgan volunteered to review the draft. Ms. Hermesmeyer indicated the draft will be presented to the Council for approval at the September meeting.

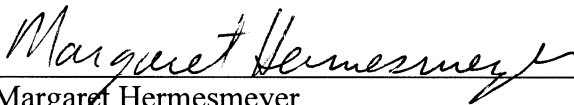
III. OTHER BUSINESS

No other business.

IV. PUBLIC COMMENT

No public comment.

In the absence of any further business, the meeting stood adjourned at 11:05 a.m.


Margaret Hermesmeyer
RMICC Chair