

**MINUTES**  
**RECORDS MANAGEMENT INTERAGENCY COORDINATING COUNCIL**  
**MEETING**  
**September 10, 2019**

The Records Management Interagency Coordinating Council (RMICC or Council) held a meeting on Tuesday, September 10, 2019, at the Lorenzo de Zavala State Archives and Library Building, 1201 Brazos Street.

**MEMBERS PRESENT**

Todd Kimbriel, Chair  
April Norris, Vice-Chair  
Dawn Crane, Member  
Jill Ledbetter (representing Vincent Houston), Member  
Jeff Peden, Member  
Michael Reagor, Member  
Mark Smith, Member

**GUESTS**

Jenny Alexander, Texas Health and Human Services  
Joshua Clark, Texas State Library and Archives Commission  
Andrew Glass, Texas State Library and Archives Commission  
Sarah Jacobson, Texas State Library and Archives Commission  
Craig Kelso, Texas State Library and Archives Commission  
Mark Myers, Texas State Library and Archives Commission  
Jerry Sorrells, Texas State Technical College System  
Erica Wilson-Lang, Texas State Library and Archives Commission

**I. CALL TO ORDER**

A quorum being present, Chair Todd Kimbriel called the meeting to order at 2:02 p.m.

**II. APPROVAL OF THE JUNE 4, 2019 MINUTES**

The minutes to the Council meeting held June 4, 2019 were approved as follows:

**MOTION** made by Mr. Mark Smith, seconded by Mr. Jeff Peden, and passed to approve the minutes of the meeting of the Records Management Interagency Coordinating Council held June 4, 2019, as presented. One member abstained from the vote.

**III. AGENDA ITEM 2 – STATE RECORDS CENTER UPDATE**

- Mr. Craig Kelso of the Texas State Library and Archives Commission (TSLAC) noted \$4.4 million in supplemental legislative appropriations funding was received for the Promontory Point records storage facility. TSLAC has been meeting with the Texas Facilities Commission (TFC) since July, and the anticipated timeline for the renovation is approximately 12 to 15 months, Mr. Kelso said. He noted that \$3.2 million of the appropriations will be used for renovation, and the remaining \$1.2 million will be for shelving. The renovation will allow an additional 70,000 – 76,000 boxes to be stored. A media vault will be included that will serve as disaster recovery storage as well. Mr. Kelso noted the Promontory Point site is located approximately seven miles from the Capitol complex, which is more than the desired five mile minimum radius for disaster recovery.
- TSLAC has been holding quarterly conference calls with agency records management offices (RMOs) to update them on available storage space in the current Shoal Creek location, Mr. Kelso said.
- Mr. Kimbriel inquired about usage of the current media vault. Mr. Kelso noted the vault is used frequently – approximately six to eight agencies access tapes on Tuesdays, and an additional agency accesses the vault every Friday to exchange tapes. There are about 18 customers utilizing the vault at this time, Mr. Kelso said. Additionally, some agencies store their disaster recovery plans in the vault.

#### **IV. AGENDA ITEM 3 –UPDATE ON TSLAC ADMINISTRATIVE RULES**

- Ms. Sarah Jacobson of TSLAC updated the Council on changes to records retention schedules. The public comment period for the draft university records retention schedule ended in July, she said. Comments received regarding the schedule required some changes be made, and those changes will be presented to TSLAC at the commission’s November meeting. Mr. Kimbriel asked about the nature and significance of the comments. Ms. Jacobson noted there were several minor changes to be made, mostly of a typographical nature. Additionally, some changes were substantial enough to require further research, she said.
- A workgroup has been meeting to conduct a preliminary review of the State Records Retention Schedule as well. The workgroup has reviewed Category 1 (Administrative Records), Category 2 (Information Technology Records) and Category 3 (Personnel Records). Informal comments will be solicited from agency RMOs later in the month, Ms. Jacobson noted. The workgroup should be done with the preliminary review in October, and plans to present the draft at the February 2020 TSLAC meeting. Ms. Jacobson noted the draft is expected to be approved by the commission by April of 2020.

#### **V. AGENDA ITEM 4 – TEXAS DIGITAL ARCHIVE UPDATE**

- Mr. Mark Myers of TSLAC updated the Council on projects at the Texas Digital Archive (TDA). Currently, the TDA is digitizing real

property records from the Texas Department of Transportation (TxDOT). Prior to digitization, the records were stored in paper format only and were not searchable, Mr. Myers noted. The multi-year project includes information from the early 1900s. The Austin district records have been completed, and the Houston district records are being digitized. The TDA will keep the master documents as tiff images, and TxDOT will receive pdf access copies for their own use as well, Mr. Myers said. Ms. Norris noted that TxDOT is paying the cost of digitizing the information, while TSLAC will pay the cost of the long-term storage of the information in the TDA.

- Another long-term digitization project is the Supreme Court M case files from the late 1800s, Mr. Myers noted. Additionally, the TDA is digitizing 16mm film from the Department of Public Safety, the Texas Highway Department and the records of Governor Price Daniels. These films are being digitized as they are deteriorating.
- Additionally, the TDA has been working on information received from the correspondence tracking system database of Governor Rick Perry. This has been a year-long project, Mr. Myers said. The database interface is outdated and makes extraction of the data challenging, he added. The database information has been extracted and is now fully searchable in the TDA, Mr. Myers said. The database included metadata that was not included in the images themselves, he added. Some information in the database did not have a corresponding image included, he said. Other information received from the Perry administration includes three terabytes of photos. The embedded metadata for these photos is now searchable in the TDA as well.
- The TDA website is being redesigned to coincide with an upgrade of the system, Mr. Myers added. The redesign will include additional finding aids and will make the finding aids more attractive to users, he said.
- Mr. Kelso noted that TxDOT came to the TDA looking for a digitization solution. Mr. Kimbriel noted that the TDA offers services that agencies may not be aware of, and asked if there was outreach to keep agencies from duplicating efforts. Mr. Kimbriel noted RMOs should be made aware of the capabilities of the TDA.
- Mr. Kelso noted the state records center offers digitization services at a competitive price, especially for items that require extensive preparation or indexing. Mr. Kelso asked if the Council would be able to help get the word out about the services available. Mr. Kimbriel suggested the information might be presented at the e-Records conference. Mr. Myers noted that imaging items is the easiest part of the process. Required prep work is the most time-consuming part of projects. Mr. Kimbriel noted it is easier for an agency to get services from another agency rather than from an outside vendor.
- Mr. Smith and Mr. Myers noted the TDA now includes 60 terabytes of information. Ms. Norris noted the Perry records have been a good

learning experience for the TDA. Mr. Smith noted the Perry records allowed the launch of the TDA.

- Other projects at the TDA include extraction of information from 5 ¼ inch floppy disks from the Texas Low-Level Radioactive Waste Disposal Authority. Future expansion will include microfilm scanners as well, Mr. Myers noted.

**VI. AGENDA ITEM 5 – SACC RECORDS MANAGEMENT SUBCOMMITTEE UPDATE**

- Ms. Jenny Alexander of Texas Health and Human Services updated the Council on the SACC Records Management Subcommittee. She noted the subcommittee briefed the SACC after the conclusion of the legislative session. Almost no legislation being tracked by the subcommittee passed, she noted.
- The subcommittee will be presenting “For Good Measure: Developing Information & Records Management Metrics” at the upcoming e-Records Conference. She noted this is a subject matter that concerns many records managers, and there is little information readily available. The subcommittee has been in contact with the SACC Information Technology Subcommittee and the SACC Quality, Process Improvement and Innovation Subcommittee for help with the presentation as well. The subcommittee will be finalizing the presentation in October, and will be electing officers reviewing their bylaws at their October meeting as well.

**VII. AGENDA ITEM 6 – 2019 e-RECORDS CONFERENCE UPDATE**

- Mr. Joshua Clark of TSLAC updated the Council on the upcoming e-Records Conference. The conference is scheduled for Friday, November 15. The theme of the conference is “Better Together in a Digital World: Security and Retention”. The agenda has been finalized and is available on the TSLAC website, he said. Registration opened August 26 for state agency attendees and to all government employees on September 9. More than 100 registrations have been received, and the maximum number of registrants is 300. The keynote speaker is Deborah Robbins of the Salt River Project. Ms. Robbins previously was employed with PayPal, and presented at the 2018 conference. Ms. Robbins’ presentation will focus on information governance from a records management perspective, Mr. Clark added.
- Mr. Clark noted the conference location is at the Commons Conference Center, which is the same location as last year. He added that an additional entrance to the conference center has been added off Braker Lane.

**VIII. AGENDA ITEM 7 – TSLAC SLRM CUSTOMER SERVICE SURVEY UPDATE**

- Mr. Clark noted that TSLAC conducts a customer service survey every two years. This year’s survey includes updated questions regarding TexLinx and the

imaging services provided by TSLAC as well. Additionally, the survey is shorter in length, as questions that are not relevant to the respondent are now hidden. Mr. Clark urged users to respond to the survey, and noted that feedback from the survey has been used to implement program changes in the past.

**IX. AGENDA ITEM 8 – DISCUSSION AND POSSIBLE ACTION ON OPEN COUNCIL POSITION – HIGHER EDUCATION SEAT**

- Mr. Kimbriel noted the Council has two vacant seats. One of those seats is for a faculty member of a public senior college or university who has demonstrated knowledge of records and information management.
- Previously, the Council had reached out to the Information Technology Council for Higher Education (ITCHE). ITCHE provided two possible candidates to fill the vacancy. Ms. Linda Reynolds is the director of the East Texas Research Center at Stephen F. Austin University. Ms. Lynn Whitfield is an associate archivist at Texas Tech University. Mr. Kimbriel noted that while both are excellent candidates, Ms. Reynolds has a travel budget and Ms. Whitfield does not. Mr. Smith indicated he was familiar with Ms. Reynolds and had worked with her on projects in the past. Mr. Smith noted Ms. Reynolds is a member of the Texas Historical Records Advisory Board. Ms. Jacobson noted that Ms. Whitfield was a core member of the Council’s University Records Management Committee.
- Ms. Norris asked about the possibility of teleconferencing for meetings. Mr. Kimbriel noted that teleconferencing is allowed, but visual representation is required on both ends. Mr. Smith noted TSLAC has held some meetings by teleconference but advised it could be challenging. Mr. Kimbriel noted that if neither candidate could travel to the meetings, teleconferencing might be an option. As Ms. Reynolds is able to travel, Mr. Kimbriel noted the Council might want to extend an invitation of Council membership to her.
- **MOTION** made by Ms. April Norris, seconded by Mr. Mark Smith, and carried unanimously to extend an invitation of Council membership to Ms. Linda Reynolds.

**X. AGENDA ITEM 9 – DISCUSSION AND POSSIBLE ACTION ON OPEN COUNCIL POSITION – SECOND IRM SEAT**

- Mr. Kimbriel noted the other vacancy on the Council is for an information resources manager (IRM) from a state agency in the executive branch of the state government. Mr. Kimbriel reached out to Ms. Joy Hall Bryant of the Texas Department of Information Resources (DIR) for possible candidates. Ms. Bryant provided a list of several IRMs who have regularly attended the e-Records Conference in the past. Those potential candidates were Mr. Brandon Harris of the Railroad Commission of Texas, Ms. Janet Sobieski of the Texas Board of Professional Engineers and Land Surveyors, Ms. Wendy Barron of the State Office of Risk Management, Ms. Leslie Pettijohn of the Office of Consumer Credit Commissioner, Ms. Diane Norman of the Court of Criminal

Appeals, Mr. Dale Dornfield of the Texas Board of Architectural Examiners, and Mr. Peter Donton of the Texas Veterans Commission.

- Mr. Kimbriel asked for feedback about the potential candidates. Mr. Reagor noted that Ms. Pettijohn is a commissioner for the Office of Consumer Credit Commissioner and likely would not have the time to serve on the Council. Ms. Jacobson noted that Mr. Harris is also a records management officer. Mr. Kimbriel noted that Ms. Sobieski is a RMO as well.
- Mr. Kimbriel noted that the Council might need to select more than one candidate to extend an offer of membership to, in case the first candidate does not accept the offer. Ms. Norris said she like the idea of a candidate with both IRM and RMO experience.
- **MOTION** made by Mr. Mark Smith, seconded by Ms. April Norris, and carried unanimously to first extend an invitation of Council membership to Mr. Brandon Harris, followed by an invitation to Ms. Wendy Barron if Mr. Harris does not accept the invitation.
- Mr. Kimbriel noted that if all the candidates decline the invitation of Council membership, the Council will discuss new candidates at the Council's December meeting.

#### **XI. AGENDA ITEM 10 – RESTART RMICC WEBSITE RE-DESIGN TASK TEAM**

- Mr. Kimbriel noted that the redesign of the Council website had been discussed by the task team prior to the legislative session and excellent feedback had been received. Work on the redesign had been put on hold during the legislative session, and needs to be restarted. Mr. Kimbriel added that while he had chaired the task team in the past, he was no longer able to do so and asked for a volunteer.
- Ms. Norris asked about the objectives of the redesign. Mr. Kimbriel noted that the site is hosted by the Office of the Secretary of State (SOS) at no cost. The design of the website has not been updated in some time, and the website needs to be more content-driven and relevant, he noted. The website should be a resource that agencies can be pointed to for information, he added. Updating the website to a richer, content-driven experience will require more information technology support, Mr. Kimbriel noted. At this time, SOS is unable to provide such support.
- In order to support desired updates to the website, the website will need to become a DIR-hosted website, Mr. Kimbriel said. DIR is willing to host the site at no cost, but this move complicates the redesign.
- Ms. Norris volunteered to head the task team for the redesign. Mr. Kimbriel indicated he will update Ms. Norris concerning the information already gathered about the redesign.
- **MOTION** made by Mr. Mark Smith, seconded by Mr. Jeff Peden, and carried unanimously to nominate Ms. April Norris to lead the website redesign task team.
- Ms. Crane and Mr. Peden offered to assist with the task team as well.

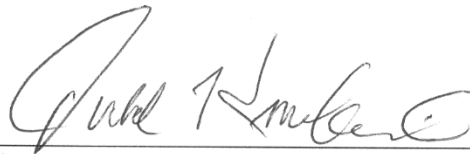
**XII. OTHER BUSINESS**

- Ms. Ledbetter reminded the Council members that the meeting dates for 2020 will be set at the December meeting.
- Mr. Smith asked if the Council could be updated about implementation of the Uniform Electronic Legal Materials Act (UELMA) at the December meeting. Ms. Ledbetter indicated she would update the Council regarding UELMA in December.

**XIII. PUBLIC COMMENT**

- No public comment.

In the absence of any further business, the meeting stood adjourned at 2:59 p.m.



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Todd Kimbriel, RMICC Chair